

# **SADDLEBROOKE TWO PROPERTY OWNERS ORGANIZATION, INC.**

## **UNIT REPRESENTATIVE COMMITTEE POLICIES AND PROCEDURES**

### **COMMITTEE STRUCTURE**

#### **1. MEMBERSHIP:**

- a) Voting members of the Unit Representative Committee [Committee] shall consist of one (1) voting member [Unit Representative or designated replacement] from each Unit within HOA #2, a Chairperson, a Vice-Chairperson, and a Secretary. The Chairperson may vote only to break a tie and to approve the minutes of the Unit Representative Committee.
- b) Non-voting members of the Committee shall include any additional representatives from a unit and the STPO Board Liaison.

#### **2. COMMITTEE OFFICERS:**

- a) The Chairperson of the Committee shall be appointed each January by the STPO Board to serve, but not limited to, a term of one (1) year, at the pleasure of the Board. If the Chairperson resigns or is unable to complete their term, the Board shall appoint a successor, after consultation with the remaining Committee members. The Chairperson need not be a current Unit Representative but should have a minimum of two years experience as a Unit Representative.
- b) The Chairperson shall appoint one (1) Committee member to serve as Vice-Chairperson and one (1) Committee member to serve as Secretary. Each is to serve a term of, but not limited to, one-year.
- c) The Chairperson, the Vice-Chairperson and the Secretary shall serve as the Executive Committee.

#### **3. UNIT REPRESENTATIVES:**

- a) The homeowners of each Unit are responsible for identifying a Unit Representative, and if desired, one or more Deputy Unit Representatives. It is the homeowners' responsibility to conduct, monitor, and determine the outcome of any selection process.
- b) A Unit Representative and any Deputy Unit Representative is expected to serve for at least one year from time of selection. Unit Representatives may serve additional terms.
- c) It is the responsibility of the outgoing Unit Representative or the Deputy Unit Representative to notify the Chair of the Committee when their replacement has been selected.
- d) When a new Unit is occupied within HOA #2, the Chair of the Committee [or designee] will work with the new residents to identify their Unit Representative.

#### **4. LIAISON:**

- a) The STPO Board shall appoint one of their members to serve as the STPO liaison.

5. MEETINGS:

- a) The Committee shall meet semi-annually, or as requested by the Chair or the STPO Board.
- b) A simple majority [50% + 1] of the voting members of the Committee shall constitute a quorum to act on any business before the Committee.
- c) Minutes of the Unit Representative Committee meetings shall require the approval of the Executive Committee.
- d) The Committee shall maintain and archive minutes of all Unit Representative Committee meetings and present an oral report at the STPO's scheduled meetings.

**DUTIES OF THE COMMITTEE**

1. Communication

- a) Identify and develop mechanisms to enable Unit Representatives to facilitate the two-way flow of timely, accurate information to and from homeowners, the SaddleBrooke Two Property Owners, Organization [STPO] and SaddleBrooke Homeowners' Association #2 [HOA #2] Boards of Directors [Board], and their respective committees.
- b) Develop and maintain an up-to-date "Welcome Package" for new homeowners; provide copies of the "Welcome Package" to Unit Representatives as needed.

2. Education

- a) Develop education and mentoring programs for Unit Representatives.
- b) Conduct educational workshops for Unit Representatives.
- c) Develop and maintain a handbook to be used as a reference source for the Unit Representatives.

3. Perform other activities as requested by the STPO Board. This may include requests made to the STPO Board by the HOA #2 Board.

**DUTIES OF THE COMMITTEE CHAIRPERSON**

1. Write an article for TWO'S NEWS per their publishing schedule.
2. Appoint a Vice-Chairperson, a Secretary, and/or subcommittees as needed to perform and achieve Committee goals and objectives.
3. Conduct Committee meetings as appropriate, a minimum of two times per year, or as requested by the STPO Board.
4. Provide direction to the Committee in developing goals and objectives for submission to and approval by the STPO Board.
5. Work with the residents of any newly occupied Units within HOA #2 to identify their initial Unit Representative.
6. Attend each STPO Board meeting or appoint a designee to attend in the Chairperson's place.
7. Vote on approval of the minutes of the Unit Representative Committee.
8. Review and evaluate requests for the distribution of materials to homeowners through the Unit Representatives, ensuring that approved distributions comply with the HOA #2 Rules & Regulations, Article XI,

Solicitation, Mail Tubes, Signage.

9. Ensure that all Unit Representatives know, use and refer homeowners to use the most effective processes for homeowner-related problem solving within the HOA #2 community.
10. Maintain and disseminate contact lists to Unit Representatives.
11. Work in cooperation with the Vice-Chairperson, the Secretary, the STPO Board and Nominating Committee, and the HOA #2 Board and Nominating Committee to identify and recruit qualified individuals to fill vacant positions on those Boards and their committees.
12. Identify and work with any Unit Representatives who may not be fulfilling their duties in an effort to solve relevant issues or assist residents in selecting a replacement.
13. Attend the HOA #1 Unit Rep Committee Meetings. If unable to attend, appoint a representative to attend.
14. Invite the Chairperson of the HOA #1 Unit Rep Committee to attend the STPO Committee Meetings.

**DUTIES OF THE COMMITTEE VICE-CHAIRPERSON**

1. Act in place of the Chairperson in the event of the Chairperson's absence, inability, or refusal to act.
2. Vote on approval of the minutes of the Unit Representative Committee.
3. Coordinate the development and maintenance of a handbook to be used as a reference source for the Unit Representatives.
4. Work with the vice-chairperson and the Unit Representatives to develop ongoing educational programs for new and continuing Unit Representatives.
5. Work in cooperation with the Chairperson, the Secretary, the STPO Board of Directors and Nominating Committee, and the HOA #2 Board of Directors and Nominating Committee to identify and recruit qualified individuals to fill vacant positions on those Boards and their committees.
6. Perform other duties assigned by the Chairperson or the Board.

**DUTIES OF THE COMMITTEE SECRETARY**

1. Maintain an up-to-date roster of the Unit Representative and any Deputy Representatives for each Unit in HOA #2.
2. Publish the dates for the Committee Meetings in TWO'S NEWS, the STPO website and the HOA #2 website.
3. Assist the Committee Chair to develop the meeting agenda.
4. Keep a record of all meetings of the Committee, including:
  - a) The date, time and place of the meeting;
  - b) The names of all in attendance as shown on the signed Attendance Roster;
  - c) The items in the order in which they are discussed;
  - d) The motions made, the names of people who originate and second them, and the voting results.
5. Transcribe the minutes of the Unit Representative Committee and transmit

electronically in "Draft" form to each member of the Committee within 10 days of the meeting.

6. Vote on approval of the minutes of the Unit Representative Committee.
7. Transmit electronically a copy of the final, approved minutes of the Unit Representative Committee, to each member of the Committee and each member of the STPO Board within 10 days of approval.
8. File an approved copy of the minutes of the Unit Representative Committee in the appropriate location as designated by the STPO Board.
9. Work in cooperation with the Chairperson, the Vice-Chairperson, the STPO Board of Directors and Nominating Committee, and the HOA #2 Board of Directors and Nominating Committee to identify and recruit qualified individuals to fill vacant positions on those Boards and their committees.

### **DUTIES OF THE UNIT REPRESENTATIVE**

Unit Representatives shall ensure that the following duties are fulfilled:

1. Visit and welcome all new homeowners.
  - a) Provide a New Resident Orientation as soon as possible after occupancy.
  - b) Provide them with the up-to-date "Welcome Package". Add unit-specific material to the standard welcome package.
2. Develop, maintain, and distribute a Unit Roster.
  - a) The roster should include such items as name, address, lot number, phone number and email address.
  - b) Inclusion on the roster requires homeowner permission.
  - c) The Unit roster is for the personal use of the unit residents only. It shall be distributed only to Unit residents. It shall not be shared with outside individuals or groups or used for business purposes.
  - d) Updated rosters should be distributed at least once a year. Distribution may be paper or electronic copies.
3. Distribute authorized publications, notices and materials through mail tubes or electronically. Ensure that distributions of materials comply with the HOA #2 Rules & Regulations, Article XI, Solicitation, Mail Tubes, Signage.
4. Attend meetings of the STPO Board or send a designated representative.
5. Attend meetings of the STPO Committee or send a designated representative.
6. Act as resource persons within their Unit, guiding homeowners with specific concerns to the proper source for advice/correction of their concerns. Follow-up with the homeowner on resolution.
7. Provide a report of Unit activities that are of community-wide interest at STPO Board meetings.
8. Gather and distribute information within the Unit as authorized by the STPO Board.
9. Perform other activities as requested by the STPO Board.
10. Notify the Chair of the Committee when the Unit selects a new Unit Representative.

The Unit Representative is encouraged to attend the HOA #2 Board meetings and “Coffee Hours” or send a designated representative.