



Fairway Village Homeowners Association

Policy # 602.26 Committee Handbook

All committee members shall acknowledge that they have read, understand, and agree to comply with the Committee Handbook, Code of Ethics, and Code of Conduct policies.

Revised January 14, 2026

Revised February 2024: #602.24

Revised January 2023: Incorporated into Policy Index #602.23

Renumbered January 2023

Revised December 2022

Revised December 2021

Revised March 2018

Introduction

Welcome, and thank you for volunteering to serve the Fairway Village Homeowners Association (FVHOA). This handbook provides general guidance on the community structure, its entities, and the roles of volunteer committees. Fairway Village thrives through the commitment of its volunteers.

Overview

Committee authorities and procedures are defined in Article VIII of the FVHOA Bylaws (2016). The Board of Directors (BOD) establishes general policies for all standing and ad hoc committees, including membership, terms, officers, and meeting procedures. Recurring ad hoc committee maintains a **Board-approved job description** posted on the FVHOA website under the Committees tab.

Committee Meeting Conduct

Fairway Village committees conduct their meetings in general accordance with Robert's Rules of Order. This means committees follow the basic principles of orderly discussion, respectful debate, clear motions, and majority decision-making, without requiring strict parliamentary procedure. The goal is to ensure meetings run efficiently, transparently, and fairly while keeping the process accessible and comfortable for all volunteers.

Technology Requirements

The HOA increasingly relies on technology for communication and documentation. **Committee members must be comfortable using email and digital tools.** Members are strongly encouraged to create a dedicated HOA email and respond promptly to communications. In the unlikely event of a lawsuit, emails may be subpoenaed relating to your time on the committee. The office will assist you in creating a new email for your committee work.

Authority and Structure

Committees are established by the BOD to support governance and operations. **Unlike clubs, committees are formal entities within the HOA's structure.**

Appointments and Oversight

- The BOD appoints committee members based on recommendations from the requesting committee.
- The BOD approves committee officers.
- Only the BOD may add or remove committee members or officers. This BOD votes on adding or removing committee members at the monthly board meetings.

Departures

The BOD formally acknowledges all committee departures during a board meeting. Accurate records are essential since members are covered under HOA insurance when acting on behalf of FVHOA.

Advisory Role

Committees are **advisory only** and act within their approved job descriptions. They do not hold the same authority as the Board.

Limitations

Committees may **not**:

- Amend governing documents
- Appoint or remove Board members, officers, or employees
- Commit funds or enter contracts

- Direct Board members or staff in the performance of their duties
 - Change operating procedures without approval
 - Grant exceptions or variances
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Committee Membership

Eligibility

Members must be residents in good standing. **Both proprietary and associate members** may serve. The BOD has final appointment authority.

A Director may serve on a committee only with BOD approval. **Spouses or partners of Directors may not chair a committee.** Application forms are on the FVHOA website.

Acknowledgment

All members must read and sign the acknowledgment form for the **Handbook, Code of Ethics, and Code of Conduct.**

Vacancies

Chairs report vacancies to the BOD. Openings may be advertised in *The Villager* and the *Weekly Update by the Chair or the Secretary*. Once approved, new members are seated by the Board.

Board Liaison

Each committee is assigned a **Board Liaison** appointed by the BOD President.

Responsibilities: - Share information between the committee and Board

- Facilitate communication (not lead meetings)
- Stay informed about committee activities and report to the BOD

Liaisons may not: - Vote

- Call meetings
 - Serve as Chair or Secretary
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Staff Participation

The Administrator, Director of Golf Operations, or other staff may attend meetings to support and advise. All communication should remain collaborative among committee members, staff, and the Liaison.

Meetings and Procedures

Regular Meetings

Committees must hold **regular open meetings** with advance community notice. Agendas and minutes are required and must be posted electronically. The Office can assist with posting procedures, but the Chair and Secretary are responsible for accuracy and submission. If time is of the essence, committees may take a vote via electronic means which must be noted at the next regular meeting and incorporated into the minutes.

Special Meetings

Special meetings may be called as needed. Use the online reservation form to reserve a space and submit a notice to the Weekly Update for community access. All committee meetings are open to all residents.

Quorum and Voting

A quorum is met when **over 50%** of members are present at the time the meeting is called to order. Actions require a **majority vote** of those present. Remote electronic participation counts toward attendance. Two-member committees require both members to be present.

Term of Service

- One-year term (January–December).
- Renewable annually for up to five years; a sixth year may be approved by the Board.
- After five or six years, a one-year break is required before reapplying.
- Members joining in the last quarter begin their official term January 1.
- A member missing three meetings without notice is considered resigned unless the committee appeals to the BOD.

Selection Criteria

- Preference may be given to candidates with experience relevant to the work of that committee.
- If specific qualifications are preferred, these requirements should be included in the committee's job description.
- Each committee is responsible for:
 - Recommending candidates to the BOD

- Developing criteria and a process for recruiting and training members, based on the committee's specific needs.
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Officers

Each standing committee elects a **Chair and Secretary** in November for Board confirmation in December. Terms run January–December. One committee officer or member should attend either the Board workshop or regular monthly meeting.

Chair

- Preside over meetings and prepare agendas.
- Ensure minutes and recommendations are completed.
- Submits formal recommendations to the BOD.
- Coordinates copying and printing through office procedures.

Secretary

- Records attendance, motions, and decisions.
- Shares draft minutes within one week.
- Posts final, approved minutes online.
- Prepares monthly committee report for submittal to the Liaison for presentation at the monthly Board meeting.

Treasurer *(if applicable)*

Required for **Activities** and **Coffee Corner**. Manages funds and works with staff on accounting procedures. ⓘ

Standing Committees (Summarized)

- **Activities:** Plans & Coordinates Social Events.
 - **CC&R:** Reviews homeowner project applications for compliance.
 - **Clubhouse:** Advises on clubhouse, pool, and patio maintenance and projects.
 - **CAL:** Oversees landscaping of common areas and coordinates with staff.
 - **Golf:** Supports golf course maintenance and project planning.
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- **Finance:** Reviews financial reports, reserve studies, and annual budgets.
 - **Library:** Manages the community library's collection and donations.
 - ***The Villager*:** Produces the official HOA newsletter which is the official communication for the HOA BOD.
 - **Welcome!** Greet new residents and explain activities and volunteer opportunities.
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Ad Hoc Committees

Created by Board vote for specific purposes and dissolved when work is complete.

- **Human Resources:** Reviews job descriptions and compensation.
 - **Insurance:** Reviews HOA insurance coverage annually.
 - **Budget:** Develops annual operating and reserve budgets.
 - **Board Recruiting:** Identifies new volunteers and Board candidates.
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Financial Recommendation to the BOD (FR)

Committees with budgets (e.g., Activities, Clubhouse, CAL, Golf) must complete a recommendation when requesting funds off budget (that is, unplanned) and over \$3,000.

Please refer to Policy #206.24 for detailed requirements.

The Finance Committee verifies fund availability. The financial recommendation to the BOD is then presented to the BOD for consideration.

Final Note

Once the Board acts on a committee's recommendation, **the committee's role ends unless further input is requested.**

Approved and adopted by the Board of Directors at a regular meeting 1/14/2026 With a quorum present.

X Julie Jordan

Julie Jordan
Secretary

Signature: John Castino
John Castino (Jan 21, 2026 09:32:06 PST)

Email: fvhoajcastino@gmail.com

X John Castino

John Castino
President

Signature: Julie Jordan
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602.26 Committee Handbook Final 01-14-2026 (2)

Final Audit Report

2026-01-21

Created:	2026-01-21
By:	Judy Hooper (judy.hooper@ourfairwayvillage.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAa6Wy1QANwaLUHOOrmRIYenDzL0-p_pZ8

"602.26 Committee Handbook Final 01-14-2026 (2)" History

-  Document created by Judy Hooper (judy.hooper@ourfairwayvillage.org)
2026-01-21 - 5:25:10 PM GMT
-  Document emailed to fvhoajcastino@gmail.com for signature
2026-01-21 - 5:25:15 PM GMT
-  Document emailed to fvhoajjordan@gmail.com for signature
2026-01-21 - 5:25:15 PM GMT
-  Email viewed by fvhoajcastino@gmail.com
2026-01-21 - 5:31:22 PM GMT
-  Signer fvhoajcastino@gmail.com entered name at signing as John Castino
2026-01-21 - 5:32:04 PM GMT
-  Document e-signed by John Castino (fvhoajcastino@gmail.com)
Signature Date: 2026-01-21 - 5:32:06 PM GMT - Time Source: server
-  Email viewed by fvhoajjordan@gmail.com
2026-01-21 - 8:54:32 PM GMT
-  Signer fvhoajjordan@gmail.com entered name at signing as Julie Jordan
2026-01-21 - 8:55:27 PM GMT
-  Document e-signed by Julie Jordan (fvhoajjordan@gmail.com)
Signature Date: 2026-01-21 - 8:55:29 PM GMT - Time Source: server
-  Agreement completed.
2026-01-21 - 8:55:29 PM GMT