

COMMITTEES

The following advisory Committees have been established by the Board of Directors. This may be modified from time-to-time by a vote of the Board of Directors. All Committees serve by direction of the Board of Directors.

**Finance Committee
Newsletter Committee
Operations Committee
Rules & Regulations Committee
Social Committee**

1. **Purpose:** All Committees serve at the discretion of and report to the Board of Directors.
2. **Committee Chair:** One member of each committee shall be appointed Chair by the Board or be elected Chair by a majority vote of the Committee. Committee chairs will determine the eligibility of any Owner wishing to serve on a Committee and will, with the approval of the Board, make appointments or remove members as necessary. Committee chairs set the standards for what behavior is or is not permissible in conducting business. All Committee chairs must be familiar with the Association's governing documents.
3. **Membership:**
 - a. Committee members must be Owners of a residential or commercial property in Brooks Tower.
 - b. All Committees shall include at least one Board Director.
 - c. Committee members must be in good standing with the HOA. This means no outstanding fines, fees or other payments with a delinquency of sixty (60) days.
 - d. Each Committee will be no fewer than four (4) and no more than nine (9) people including the committee chair.
 - e. Membership per committee is limited to one person per residence. Other residents from a single unit may participate in the discussion, but only one (1) person has a vote on the Committee.
 - f. Members who miss three (3) consecutive meetings without excused absences, will be considered to have stepped down and will be replaced.
4. **Term of Office:** Each member of any committee chartered herein shall continue as serve until the earliest to occur of:
 - a. The Termination of the Committee by Resolution of the Board or by the terms of this Charter.
 - b. The member fails to meet any qualifications set forth in this charter including any amendments hereto; or
 - c. Removal from the committee by the vote of the Board of Directors.
5. **Meetings:** Committees will meet monthly. This schedule may be altered from time-to-time, but each Committee must meet at a minimum bi-monthly.
6. **Quorum:** A majority of the committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.
7. **Duties:** The following duties will be performed by the Committees.
 - a. Finance Committee: Monitors association finances and conducts research and analysis to support decisions affecting the budget. Prepares and submits the proposed annual budget for Board approval and owner adoption.
 - b. Newsletter Committee: Provides information to homeowners about the building and community through the creation and distribution of the monthly newsletter.
 - c. Operations Committee: Advises the Board of Directors in decisions affecting the preservation and maintenance of the physical plant and common areas. All tasks are assigned and directed by the Board of Directors.
 - d. Rules & Regulations Committee: Recommends rules and/or changes for Board adoption. All tasks are assigned and directed by the Board of Directors.
 - e. Social Committee: Fosters a sense of community by planning and participating in social events and programs for homeowners.