

NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. 8

FACILITIES, FINANCE, POOL, AND RECREATION COMMITTEES  
TERMS OF REFERENCE  
(7/19/22)

WHEREAS, Article IV, Section 4.01, of the Bylaws assigns the Board of Directors with "... all the powers of the Association, except such as are, by the laws of Virginia, the Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the Members"; and

WHEREAS, the Board recognizes the value of establishing committees to assist it in running the Association and/or to provide the Board with recommendations on its policies, procedures, sponsored activities, and asset management; and

WHEREAS, the Board wishes to have the ability to establish standing committees when Owners and other residents are interested in helping to advise and assist the Board in capacities other than serving in positions on the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED THAT the Facilities, Finance, Pool, and Recreation Committees can be established as needed and they will have the following terms of reference:

RESPONSIBILITY

**FACILITIES COMMITTEE**

- A. The primary responsibility of the Facilities Committee is to advise and assist the Board of Directors in developing and monitoring an ongoing program to preserve and enhance the common areas of the Newington Forest Community Association, Inc. (Association).
- B. The Facilities Committee performs functions which include, but are not necessarily limited to, the following:
  - 1. Develop a grounds and facilities maintenance program to meet the requirements and desires of the community.
  - 2. Make recommendations to the Board with respect to planting projects, walkway additions, or other improvements to the existing landscape plan, etc.
  - 3. Inspect the grounds and facilities yearly and make appropriate recommendations for repairs, where necessary, to the Board.

4. Propose rules for the use of common areas and facilities.
5. Encourage and/or establish programs for volunteer activities which would provide enjoyment and education to residents and improve the quality of the environment.
6. Advise the Board on any matter of community safety and security coming to the attention of the committee that may require formal action by the Board.
7. Perform other functions as directed or approved by the Board.

#### **FINANCE COMMITTEE**

- A. The primary responsibility of the Finance Committee is to advise and assist the Board of Directors in planning and administering a program of asset management for the Association.
- B. The Finance Committee performs functions which include, but are not necessarily limited to, the following:
  1. Review and evaluate all financial statements and the Association's annual audit.
  2. Advise the Board on long-term and short-term investments of Association funds, consistent with the legal documents.
  3. Assist the Board in selecting an auditor.
  4. Prepare a draft annual budget for Board review.
  5. As requested by the Board, assist the Board in interpreting the annual budget to the general membership.
  6. Perform other functions as directed or approved by the Board.

#### **POOL COMMITTEE**

- A. The primary responsibility of the Pool Committee is to advise and assist the Board of Directors by making recommendations for pool operations and activities.
- B. The Pool Committee performs functions which include, but are not necessarily limited to, the following:

1. Review and evaluate the pool's policy resolution and make recommendations for change.
2. Advise the Board on issues impacting pool use, such as cleanliness, maintenance issues, and the effectiveness of the contractor selected to operate/run the pool each season.
3. Alert the Board or Association staff to any deficiencies it observes during pool operations.
4. Perform other functions as directed or approved by the Board.

### **RECREATION COMMITTEE**

- A. The primary responsibility of the Recreation Committee is to advise and assist the Board of Directors in recommending, planning, and administering recreational activities conducted by the Association for the residents.
- B. The Recreation Committee performs functions which include, but are not necessarily limited to, the following:
  1. Recommending activities that it believes would enhance the sense of community identity and provide the residents with activities that reasonably use the facilities that are available within our community.
  2. Planning and completing scheduled activities.
  3. Coordinating with Association staff to develop activities that the committee believes would be beneficial for community development.
  4. Perform other functions as directed or approved by the Board.

### **MANNER OF ORGANIZATION**

- A. Membership – Any resident in good standing, including non-owner residents, may join a committee by attending the first committee meeting following the Annual Meeting or, during the year, by attending two out of three successive committee meetings and maintaining regular attendance thereafter.<sup>1</sup>
- B. Chairman – Except in the case where a committee is created by the Board's appointment of a chairman who in turn could select committee members from volunteers, the committee will at its first meeting following

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<sup>1</sup> Non-owner residents may be denied access to restricted information, such as salary information, that is part of the annual budget process. The committee chairman shall consult with the Board President for advice on what information, if any, should be withheld from a non-owner resident.

its creation, elect a chairman and vice chairman from among its members.<sup>2</sup> The chairman shall be elected to a one-year term, with the exception of the initial chairman who shall serve until the first regular committee meeting following the Annual Meeting.

- C. Vacancies – The Board of Directors may remove any committee member, including the chairman, at any time with cause. Vacancies created by the above, by death, or by resignation of the chairman shall be filled by appointment of the Board.
- D. Recorder – The chairman may designate a recorder from among the members of the committee or take responsibility for this task. The recorder shall be responsible for keeping the committee membership roster and maintaining written documentation on committee decisions and activities.
- E. Subcommittees – From time to time, the committee may create from among its membership such subcommittees as it deems necessary and desirable, so long as each subcommittee has specific goals and objectives approved by the committee. The subcommittee will elect its chairman. If the subcommittee chairman is absent from two successive regular subcommittee meetings, the subcommittee may elect a new chairman from among themselves and promptly notify the standing chairman of that change.

#### MANNER OF OPERATION

The committees are to operate within the following parameters; consistent with such parameters, the committee may establish such other rules and methods of operation as it deems necessary:

- A. Functions –
  - 1. Functions of a committee include the following:
    - a. assessing conditions and needs in the area of committee responsibility;
    - b. proposing, for Board adoption, guidelines relative to the committee’s area of operation;
    - c. taking such actions as directed by the Board;
    - d. establishing priorities for committee and subcommittee activities; and
    - e. adopting goals and objectives, if needed.
  - 2. Functions of the chairman include the following:

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<sup>2</sup> The Chairman of the Finance Committee shall be the Treasurer as elected by the Board of Director.

- a. coordinating and supervising committee activities and meetings to assure that committee responsibilities are met;
  - b. establishing priorities for committee and subcommittee activities in order to meet assigned responsibilities;
  - c. preparing committee reports for submission to the Board of Directors;
  - d. appointing subcommittee members;
  - e. supervising subcommittee activities; and
  - f. reviewing subcommittee reports and, on a periodic basis, reviewing and evaluating subcommittee activities to determine if it should be disestablished or merged with another subcommittee according to the following criteria: Does the need still exist which the subcommittee was created to meet? If yes, is the subcommittee the most effective mechanism for meeting that need or might some alternative work better?
3. Functions of a subcommittee include the following:
    - a. performing tasks as assigned by the chairman; and
    - b. submitting written reports as needed to the chairman.
- B. Meetings –
1. Regular meetings of the full-standing committee shall be held as necessary to carry out assignments and responsibilities.
  2. Subcommittee meetings will be held at least monthly or more often as necessary for as long as it takes them to complete their task, which may be a special project of short duration or an ongoing task.
- C. Reporting and Channels of Communication – The committee shall, through its chairman, submit to the Board of Directors written reports on an as-needed basis. Such reports shall include at least the following:
1. Summary of committee activities since last report;
  2. Problems encountered, if any, and assistance requested, if any;
  3. Number of members at last meeting; and
  4. Recommendations or proposals, if any, with supporting rationale.