

BEL-AIR HEIGHTS HOMEOWNERS ASSOCIATION ORGANIZATIONAL CHART

Potential Committees...

Budget and Finance Committee - The Finance Committee is chaired by the Treasurer of the HOA Board and is responsible for supporting the Treasurer in all HOA financial and bookkeeping activities.

- Reports to the Board of Directors and consist of at least two homeowners
- Ensure that dues assessments by the Association are reasonable and necessary and that expenditures by the Association are prudent and appropriate.
- Develops and makes recommendations for an annual Association budget, monitor spending by the Association during the course of the year, and from time to time make recommendations about other budgetary and financial matters as appropriate.
- Receives budgetary recommendations from various other committees of the Association, determines the feasibility of the other committees' recommended budgets, and considers such budgetary recommendations in formulating recommendations for the Association's annual budget.
- Presents the annual budget to the Board of Directors for approval.
- The Committee meets at least quarterly or more often as is reasonable and appropriate.
- The Committee is made up of a chair and other members who are appointed by the Board. The Committee chair attends meetings of the Board for the purpose of reporting on the Committee's activities and recommendations.

Landscape and Beautification Committee - The Landscape and Beautification Committee works to ensure the beauty of our community's six monuments. Committee members are not required to maintain the common areas themselves but are responsible making sure that whatever work is required is defined and completed in an efficient and satisfactory manner.

- Reports to the Board of Directors and consist of at least two homeowners
- Oversee the maintenance, upkeep, and improvement of the entrance monuments
- Manage and supervise the contract landscaper responsible for maintenance of common areas

Types of committees Information –

There are two types of committees: **Fixed and ad hoc**. **Fixed committees** are usually an extension of the Board that address an ongoing area. **Ad hoc committees** are formed to address a specific event or issue, such as a summer BBQ, Christmas party, annual budget research, by-law review committee, etc. When the task has been accomplished, the ad hoc committee terminates. These committees also help the HOA Board achieve more than they could on their own.