



Patrick
Square

Committees



BUDGET & FINANCE COMMITTEE

Committee Purpose

The purpose of the Budget and Finance Committee is to consider and make recommendations to the Board of Directors on a proposed budget for each fiscal year. The Budget and Finance Committee will review financial statements periodically or as requested by the Board of Directors for budgeting and planning purposes.

Tasks & Responsibilities

- Review property manager prepared draft budget and revisions at scheduled committee meetings. Estimated two to three meetings during this process.
- Provide feedback to the Board of progress through the budget review process in the form of committee meeting minutes.
- Work with management to provide the Board with a budget proposal for adoption at the Budget meeting.
- Provide recommendations to the Board of Directors from time to time as requests for specific project reviews, recommendations on investment of funds, or other financial. related issues.

Composition: The Budget and Finance Committee shall consist of a Chairperson and at least two (2) other members, appointed by the Board of Directors. The Chairperson shall be the primary point of contact and lead the committee in its duties.

General

The property manager will prepare the initial budget drafts along with subsequent revisions in presentation form.

This is an ADVISORY COMMITTEE. The committee does not have the authority to make decisions or sign contracts on behalf of the Patrick Square Owners Association or the Board of Directors. Notice of committee meetings must be posted 48 hours in advance of the meeting. A meeting occurs when a majority (quorum) of the committee members gather to discuss the business of the committee.



Social Events Committee

Committee Purpose

The purpose of the Social Committee is to plan, organize, and execute various social events and activities for the members of the Patrick Square Owners Association. The events will aim to build community spirit, foster relationships among members, and provide a sense of belonging to the neighborhood.

Tasks and Responsibilities

- Plan, organize, and execute social events and activities that are in line with the purpose of the committee.
- Ensure that all events are well-planned, organized, and executed in a timely and efficient manner.
- Keep the Board of Directors informed of the committee's activities and seek approval for any major events.
- Develop and maintain a budget for all events and activities and ensure that expenses are within the approved budget.
- Coordinate with other committees, as needed, to ensure seamless execution of events.

Composition: The Social Committee shall consist of a Chairperson and at least two (2) other members, appointed by the Board of Directors. The Chairperson shall be the primary point of contact and lead the committee in its duties.

General

- **Meetings:** The Social Committee shall meet as often as necessary to plan and execute events. Meetings shall be held in accordance with the rules and procedures established by the Board of Directors. Minutes of each meeting shall be taken, and a copy shall be provided to the Board of Directors.
- **Reporting:** The Social Committee shall provide regular reports to the Board of Directors on the status of its activities and events, including the budget and any expenditures. The committee shall also provide recommendations for future events and activities. No money will be collected by the Social Event Committee without the written authorization of the Board of Directors.
- **Termination:** The Social Committee shall continue until dissolved by the Board of Directors. The committee may be dissolved by the Board of Directors at any time if it is deemed to be inactive or not fulfilling its purpose.

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Fitness Center Committee

Committee Purpose

The purpose of the Fitness Center Committee is to plan, organize, and execute various fitness events and activities for the members of the Patrick Square Owners Association. The Committee will aim to provide fitness activities that aid residents in their quest for a healthy lifestyle.

Tasks and Responsibilities

- Ensure the safety of the fitness center equipment and recommend to the Board repairs and new equipment to the Board of Directors.
- Provide health classes for residents based upon their needs and requests.
- Recommend to the Board of Directors the hiring of any outside individuals or companies to provide classes or maintenance of Fitness Center equipment.

Composition: The Fitness Center Committee shall consist of a Chairperson and at least two (2) other members, appointed by the Board of Directors. The Chairperson shall be the primary point of contact and lead the committee in its duties.

General

- **Meetings:** The Fitness Center Committee shall meet as often as necessary to plan and execute events. Meetings shall be held in accordance with the rules and procedures established by the Board of Directors. Minutes of each meeting shall be taken, and a copy shall be provided to the Board of Directors.
- **Reporting:** The Fitness Center Committee shall provide regular reports to the Board of Directors on the status of its activities and events, including the budget and any expenditures. The committee shall also provide recommendations for future events and activities.
- **Termination:** The Fitness Center Committee shall continue until dissolved by the Board of Directors. The committee may be dissolved by the Board of Directors at any time if it is deemed to be inactive or not fulfilling its purpose.

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Community Garden Committee

Committee Purpose

The Patrick Square Community Garden, under the guidance of the Patrick Square Community Garden Committee, is a community-based gardening program designed to give area residents, particularly those without land of their own, the opportunity to reap all the benefits attributed to gardening in a communitarian manner. It is in this spirit that these bylaws are written, and are intended to be followed, by all who garden in the Patrick Square Community Garden. Organic gardening practices, organically grown plants, and environmentally friendly products are all important to this Community Garden.

Tasks and Responsibilities

- Allocate the plots for community use.
- Provide basic tools for gardeners use.
- Create a proposed annual budget for the community garden.
- Work with the resident manager to ensure all gardeners pay their gardening fees and sign al liability release forms.

Composition: The Community Garden Committee shall consist of a Chairperson and at least two (2) other members, appointed by the Board of Directors. The Chairperson shall be the primary point of contact and lead the committee in its duties.

General

- **Meetings:** The Community Garden Committee shall meet as often as necessary to plan and execute events. Meetings shall be held in accordance with the rules and procedures established by the Board of Directors. Minutes of each meeting shall be taken, and a copy shall be provided to the Board of Directors.
- **Reporting:** The Community Garden Committee shall provide regular reports to the Board of Directors on the status of its activities and events, including the budget and any expenditures. The committee shall also provide recommendations for future events and activities.
- **Termination:** The Community Garden Committee shall continue until dissolved by the Board of Directors. The committee may be dissolved by the Board of Directors at any time if it is deemed to be inactive or not fulfilling its purpose.

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Nominating Committee

Committee Purpose

The main purpose is to identify potential candidates to serve on the Board of Directors and serve as members of the various committees; identify the best candidates; agree on a set of nominees and then determine their willingness to serve.

Tasks and Responsibilities

- Nominating committee members work together to form the best process for recruiting and nominating candidates.
- All members of board nominating committees are required to identify potential candidates for current or upcoming vacancies and to work diligently toward attracting and securing top talent.
- Their duties include identifying, recruiting, screening and interviewing candidates for board and management leadership positions. The committee selects the top candidates and recommends them to the board as official nominees.

Composition: The Nominating Committee shall consist of a Chairperson and at least two (2) other members, appointed by the Board of Directors. The Chairperson shall be the primary point of contact and lead the committee in its duties.

General

- Meetings: The Nominating Committee shall meet as often as necessary to plan and execute events. Meetings shall be held in accordance with the rules and procedures established by the Board of Directors. Minutes of each meeting shall be taken, and a copy shall be provided to the Board of Directors.
- Reporting: The Nominating Committee shall provide regular reports to the Board of Directors on the status of its activities and events, including the budget and any expenditures. The committee shall also provide recommendations for future events and activities.
- Termination: The Nominating Committee shall continue until dissolved by the Board of Directors. The committee may be dissolved by the Board of Directors at any time if it is deemed to be inactive or not fulfilling its purpose.

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Rules and Regulations Committee

Committee Purpose

The purpose of the Rules and Regulations Committee is to recommend updates to the Rules and Regulations for the Patrick Square community upon request from the Board of Directors. The Rules and Regulations Committee will review or clarify any specific issues that are not directly stipulated in the Covenants and By-Laws.

Tasks and Responsibilities

- The committee will keep written minutes of all discussions and reports made to and by the committee.
- The committee must keep a written record (minutes) of all meetings, which are to be submitted to the Board of Directors.
- The committee shall submit any proposed updates, changes, or additions to the Rules and Regulations to the Board of Directors for review and/or approval.

Composition: The Rules and Regulations Committee shall consist of a Chairperson and at least two (2) other members, appointed by the Board of Directors. The Chairperson shall be the primary point of contact and lead the committee in its duties.

General

- Meetings: The Rules and Regulations Committee shall meet as often as necessary to plan and execute events. Meetings shall be held in accordance with the rules and procedures established by the Board of Directors. Minutes of each meeting shall be taken and a copy shall be provided to the Board of Directors.
- Reporting: The Rules and Regulations Committee shall provide regular reports to the Board of Directors on the status of its activities and events, including the budget and any expenditures. The committee shall also provide recommendations for future events and activities.
- Termination: The Rules and Regulations Committee shall continue until dissolved by the Board of Directors. The committee may be dissolved by the Board of Directors at any time if it is deemed to be inactive or not fulfilling its purpose.

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Architectural Review Committee

Committee Purpose

The basic function of the Architectural Review Committee is to see to it that homes in the community comply not only with relevant safety guidelines but also with architectural guidelines that have been approved by the Board of Directors.

Tasks and Responsibilities

- Through the ARC applications, the HOA Architectural Review Committee is responsible for ensuring that any changes to the exterior of the homes conform to the standards set by the CC&Rs.
- The ARC application process is the main way for an HOA to ensure that no approved exterior additions and modifications will have a negative impact on the appearance of the community.
- The duties of an HOA ARC include the review, evaluation and processing of ARC applications from residents or from the HOA board itself.

Composition: The Architectural Review Committee shall consist of a Chairperson and at least two (2) other members, appointed by the Board of Directors. The Chairperson shall be the primary point of contact and lead the committee in its duties.

General

- Meetings: The Architectural Review Committee shall meet as often as necessary to plan and execute events. Meetings shall be held in accordance with the rules and procedures established by the Board of Directors. Minutes of each meeting shall be taken and a copy shall be provided to the Board of Directors.
- Reporting: The Architectural Review Committee shall provide regular reports to the Board of Directors on the status of its activities and events, including the budget and any expenditures. The committee shall also provide recommendations for future events and activities.
- Termination: The Architectural Review Committee shall continue until dissolved by the Board of Directors. The committee may be dissolved by the Board of Directors at any time if it is deemed to be inactive or not fulfilling its purpose.

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