



Mallard Lakes Association

Committees

The standing committees of the Mallard Lakes Association, as highlighted in Article 9 of the Association By-laws, shall be:

1. **Finance Committee** (See Page 3)
2. **Maintenance Committee**
3. **Social Committee**
4. **Nominating Committee**

Other committees, standing or special, shall be appointed by the President as the Board shall from time to time deem necessary to carry on the work of the Association as highlighted in Article 9 Section 4.

Committee Guidelines

All committees shall:

1. Be chaired by a member of the board of directors.
 - a. The chair shall be nominated by the President and confirmed by a majority vote of the directors.
 - b. The President shall chair only the Nominating Committee and shall not be permitted to chair any other committee unless a special committee is formed by the board for a certain situation, such as a Dam Committee.
 - c. The Treasurer shall serve as the chairman of the Finance Committee and shall not be permitted to chair any other committee unless a special committee is formed by the board for a certain situation, such as a Loan Committee.
2. Open meetings to all Association Members in good standing.
3. Publish meeting location, time, and date to all Association Members at least 48 hours before the meeting.
4. Keep minutes of each meeting and submit them to the Secretary promptly after each meeting.



5. Provide a brief recap of Committee meetings and advise the Board on matters pertaining to the Committee at each Board meeting.
6. Initiate projects, activities, or duties and act independently on matters within its scope and budget.
7. Acquire Board approval on matters that exceed the Committee's scope or budget.
8. Each committee shall prepare an annual budget for review and approval. The Finance Committee shall review submitted budgets and suggest changes as needed to meet the Association's total annual budget requirements.
9. Once the board approves a budget, committees shall use the funds only as specifically stated in the budget. All expenditures, such as contracts or agreements with vendors that require a signature, shall be approved by the Board and executed by the President. Any spending that exceeds the specified budget amount or is not explicitly budgeted shall require Board approval.
10. Prepare a report on Committee activity for the Mallard Lakes Newsletter. Submit the report in a timely fashion to meet each deadline.

Committee Matters Requiring Board Approval:

1. Matters outside the Committee's scope and budget that require Board approval shall be researched by the Committee.
2. A recommended plan of action or activity and any options shall be developed.
3. A Brief Overview of the plan shall be presented to the Board by the Committee Chairman.
4. The Committee Chairman should be prepared to answer questions from the Board should any arise.
5. The Board members may ask for further information from the Committee at this time if additional time is required to prepare the requested information, the Board may 'table' the matter (continue to another meeting).
6. If the Board members are ready, a vote may be taken.

Committee Chairman Shall:

1. Assure that each association member is included in the Committee's decision-making process.



2. Assure that Committee activities are communicated to all Committee members.
3. Set and publish Committee Meeting dates and locations.
4. Recognize the contributions of the committee volunteer members.

Complaints: Each committee shall receive complaints from members on any matter involving association functions, duties, and activities within its responsibility. It shall dispose of such complaints as it deems appropriate or refer them to such other committee director or officer of the association as is further concerned with the matter presented.

Finance Committee Guidelines

The Treasurer shall be the chairman of the Finance Committee. The chairman shall nominate a minimum of three and a maximum of five members. The board shall approve the committee within 30 days after the annual election of officers.

The committee shall meet at least quarterly or as necessary to review the association's financial activity and statements prior to regular board meetings. The chairman may invite experts or other advisors to a meeting, and all association members may attend. Guests shall have no voting power.

The committee shall:

1. Advise the directors relative to the fiscal affairs of the Association.
2. Assist the board of directors in fulfilling its oversight responsibilities related to income and expenses consistent with its long-term goals.
3. Prepare an annual budget that will be submitted to the board for approval in a timely manner and published before the beginning of the budget year.
4. Review budgets submitted by the various committees for compliance with the association's overall budget.
5. Incorporate board-approved changes to the annual dues assessment in the budget and mail notices of the change to members 30 days before the effective date.
6. Within 30 days after the adoption of any proposed budget, all Lot owners should be provided with a summary of the budget and a notice of the meeting to consider ratification. *Ref: MLA Bylaws, Article V, Section 4. (a).*
7. Prepare a summary of the statement of income and expenses, which shall be presented to



the members at the Annual Meeting.

8. Review the management contract annually and prepare a summary of recommendations for the board to improve cost-effectiveness and service.
9. Review delinquent member accounts and monitor attorney collections. Advise the board of the current collection status and any action required at each meeting of the board or by digital media.
10. Answer questions raised by association members relative to the association's finances.

Adopted by the MLA BOD:11/21/2024