

# **OLYMPIA MASTER ASSOCIATION**

## **Rules and Regulations Committee Structure and Procedures**

The Olympia Master Association has 16 standing committees:

1. Architectural Review Committee
2. Clubhouse & Pool Committee
3. Emergency Preparedness Committee
4. Ethics Committee
5. Facility Engineering Committee
6. Finance Committee
7. Landscape Committee
8. Legal & Audit Committee
9. Long Range Planning Committee
10. Playground Committee
11. Recreation Committee
12. Security Committee
13. Surface Facilities Committee
14. Social Committee
15. Violations Committee
16. Water Management Committee

The committees meet on dates set by the committee chairpersons and will be noted on the OMA monthly calendar. The committees are comprised of three or more members. The OMA Board appoints all chairpersons and committee members. All chairpersons and committee members serve at the pleasure of the Board. No homeowner who is more than 90 days past due on OMA maintenance fees, nor anyone who has been found to have violated OMA rules and regulations can serve on committees.

The committees work on the issues enumerated below and any others assigned to them by the Board. All committees meetings are open to all members of the Olympia community. Minutes of all committee meetings are maintained in written form at the club house. Robert's Rules of Order guide committee procedures and in all cases, the Board has the final responsibility for accepting or rejecting committee recommendations.

Anyone wishing to serve on a committee should contact the OMA manager at the clubhouse.

### **Architectural Review Committee**

The committees' responsibilities are to help the community manager and the Board in the task of reviewing any proposals or plans and specifications or drawings for any work to be done.

No member of the committee shall be liable to any owner or other person by reason of mistake in judgment, failure to point out deficiencies in plans, or any other act or omission in connection with approval of any plan.

Committee members need to be familiar with the Olympia Architectural Review Guidelines, the color schemes for repainting homes and the requirements for the Village of Wellington.

### **Financial Committee**

The role of the Financial Committee shall be to advise the Board and the property manager on financial matters. Specifically, the committee shall:

1. Assist with the development of the annual budget;
2. Review special project requests and provide suggestions and ideas for accomplishment;
3. Become familiar with the monthly financial statements in preparation for turnover.

### **Landscape Committee**

The Committee's responsibilities are to help the Board and the property manager in the task of supervising the landscaping and related functions "including the irrigation, mowing, trimming, spraying, mulch and other landscape functions" to keep the common areas in the best possible condition.

The Committee's regular duties include the following:

1. Review the landscape, pest control, and fertilization and irrigation contracts to make sure the community needs are covered;
2. Monitor the work schedule for routine maintenance; mowing, weeding, trimming, mulching and spraying to make certain it is followed. Report any discrepancies to the property manager;
3. Review the proposals submitted by the contractors and advise the property manager if the proposals are needed and cost-effective.
4. Understand the irrigation system and differentiate between the Master Association and Village's pumps. Identify the irrigation zones and report to the manager if any are in need of repair.

### **Violations Committee**

The Violations Committee has been given the responsibility to assist the Olympia Master Association Board of Directors in enforcing all Covenants, Restrictions, Easements and other provisions of Olympia Master Documents, against any person, or Village Association violating or attempting to violate any of these provisions.

After written notice of an alleged violation or failure is given to an owner, or a Village Association, an opportunity for an appropriate hearing will be given. The Committee has the right to suspend certain privileges, to impose certain fines, and to require certain repairs or replacements, as provided in Section 18 of the Olympia Master By-laws.