

Division: Corporate
Policy No:
Effective Date: October 4, 2022
This policy supersedes all previous Committee Policies.

Committee Policy

COMMITTEE POLICY

WHEREAS, Article VI, Section 1 of the Bylaws of the Canyon Lake Property Owners Association grants the Board of Directors the power to conduct, manage and control the affairs and business of the Association; and

WHEREAS, Article II, Section 2 (i) of the Bylaws grants the Board of Directors the power to appoint such committees as may be necessary to, or convenient in, the discharge of any of its obligations or powers; and

WHEREAS, Article VI, Section 1 (e) of the Bylaws grants the Board of Directors the power to appoint committees of the Association;

NOW, THEREFORE, BE IT RESOLVED THAT the following policy and procedures for committees be adopted:

COMMITTEE STRUCTURE:

STANDING COMMITTEES

The Canyon Lake Property Owners Association (CLPOA) Board of Directors (BOARD) shall have the authority to establish standing committees of Prime, Associate, or Sub-Associate Members in good standing (Member), as necessary to assist with the duties and affairs of the CLPOA. A standing committee is defined as a permanent committee which is an advisory group of members appointed by the BOARD on an annual basis. The committee shall perform specific duties as directed by the BOARD. Direction shall be provided by the Board through the BOARD liaison, in consultation with the General Manager, or ex-officio liaison assigned to the Committee.

The following are Standing Committees:

- Appeals Committee
- Architectural Control Committee
- Estates Committee
- Facilities Planning Committee
- Finance Committee
- Green Committee
- Recreation Committee
- Fiesta Day Committee
- Rules and Regulations Committee
- Security Advisory Committee

AD-HOC COMMITTEES

The BOARD may create or dissolve such other special or ad-hoc committees to serve specified purposes and duties, as deemed necessary, by resolution of the BOARD. Ad-hoc committees are created to serve in a temporary capacity. Those committee's charters and schedules shall outline their specific functions and tasks as designated by the BOARD. Direction shall be provided through the BOARD liaison, in consultation with the General Manager, or ex-officio liaison assigned to the Committee.

The following are current Ad-hoc Committee(s):

WORK GROUPS

The BOARD may establish work groups to assist with specific projects or help maintain POA common areas as designated in the work group's charter. Work groups shall be given direction from the BOARD, in consultation with the General Manager or ex-officio liaison assigned to the group. Requests for projects, funding, or additional duties shall be filtered through the appropriate committees, Board Liaison and BOARD for review and decision. Any member in good standing with the CLPOA may be appointed by the BOARD to a work group for the CLPOA.

The following are Work Groups:

- Senior Work Group
- Tuesday Work Group

COMMITTEE MEMBER APPOINTMENTS:

MEMBERS

The members of each committee shall: be Prime, Associate or Sub-Associate members in good standing of the CLPOA, execute the confidentiality agreement, and abide by the CLPOA Social Media Policy. The members of all committees shall be appointed by the BOARD, and any vacancies from time to time existing shall be filled by appointment of the BOARD. Any committee member may be removed from their position with or without cause by the BOARD.

LIAISON

All committees, shall have a member of the BOARD assigned as a liaison between the BOARD and the committee. The BOARD member so assigned shall serve as a communication link and shall not attempt to exert influence upon the committee nor participate in the decision making of the committee. The liaison shall provide direction and other information to the committee that is not confidential, privileged or of a sensitive nature, where such information will assist a committee in fulfilling its functions. Liaison officers shall report on the monthly activities of their committees during the Open Session Meeting, and are not authorized to assign projects without BOARD, and General Manager approval.

EX-OFFICIO MEMBERS (STAFF LIAISONS)

The President and the General Manager of the CLPOA shall be non-voting ex-officio members of all committees and sub-committees. Other individuals may be designated as non-voting ex-officio members of a specific committee. All ex-officio members of the committee shall be given all meeting notices and other information provided to members of the committee.

EMPLOYEES OF CLPOA

The chairperson of each committee shall be authorized to consult with the management staff members involved in the activities of the committee but shall not give orders to any subordinate of the General

Manager. Employees shall serve in an ex-officio capacity to provide current status information. Staff is not expected to provide administrative support without prior approval of the General Manager.

DESIGNATED COMMITTEE POSITIONS:

CHAIRPERSON

The chairperson of each committee shall be a member of the committee and shall be appointed by the BOARD. The chairperson of each committee shall supervise the activity of the committee and its sub-committees, giving assistance whenever necessary, ensure proper documentation of Agendas and Minutes, and that the activities of the committee and its sub-committees are coordinated (acting within the boundaries of the resolution parameters). The chairperson should draw upon the full output of the committee members to arrive at alternatives and options to present to the BOARD. The Chairperson of any one committee shall be limited to two years of service in that capacity. Upon completion of their term as chairperson, the committee may recommend the appointment of the new Chairperson to the BOARD. The BOARD shall appoint the committee chairperson as each position becomes available.

SECRETARY

The chairperson of each committee and/or sub-committee shall appoint a secretary to keep minutes of the committee. Minutes shall be taken at all committee meetings by the secretary or a member serving as acting secretary. A copy of such minutes shall be filed in a timely manner with the CLPOA. Such records remain the property of the CLPOA. The same person shall not serve as chairperson and secretary of the same committee.

SUB-COMMITTEES

The chairperson of each committee shall have the power to appoint sub-committees for specified purposes and duties, not inconsistent with the specified purposes and duties of the committee, to serve for the term required but not to exceed the term of such chairperson. Members of the sub-committee shall be members in good standing of that committee or, at the discretion of the Chairperson, non-voting advisors with specific and needed expertise. Non-voting members must agree to sign the confidentiality agreement. Such sub-committees shall report their recommendations to the committee and may not act independently of the committee as a whole.

ALTERNATE COMMITTEE MEMBERS

The CLPOA and BOARD may determine that a committee have an alternate member(s) as part of the membership of the Committee. The alternate member shall be a voting member that will be allowed to deliberate and participate with full voting power, when any committee member is absent.

COMMITTEE QUALIFICATIONS:

ELIGIBILITY

All Prime and Associate Members shall be appointed to committees of the Association on an annual basis. The appointment date shall be determined by the BOARD each fiscal year. Only "Members in Good Standing" are eligible to serve on committees of the Association and shall be reviewed by the BOARD and appointed accordingly.

COMMITTEE MEMBER TERM LIMITS

All committee members and alternate committee members are eligible to serve unlimited one (1) year terms and shall be subject to approval and appointment annually in October by the BOARD. Committee members are eligible to have concurrent committee membership appointments.

TERMINATION OF SERVICE

All committees and the individual members thereof serve at the pleasure of the BOARD and may be removed with or without cause during their term. This policy shall be retroactive and members currently serving shall be subject to this policy.

RESIGNATIONS

Any committee member may resign at any time by giving written notice to the BOARD. Such resignation shall take effect on the day of the receipt of such notice or any later time specified therein. The acceptance by the BOARD of such resignation shall not be necessary to make it effective. If a member chooses to resign or step-down from a position on the committee, there will be a four (4) month waiting period before they can re-apply to be on the committee in any capacity.

COMMITTEE ROLES & RESPONSIBILITIES:

COMMITTEE CHARTER RESPONSIBILITIES

The responsibility of all committees shall be as outlined in the specific charter and/or resolution of the BOARD creating that committee. All committees are at all times under the direct supervision and control of the BOARD. No committee shall have the right to obligate the CLPOA in any way or in any sum. Members of a committee should not contact governmental officials, contractors, vendors, or agencies or others without the specific authorization of the BOARD, the General Manager of the CLPOA, or as may be provided in the resolution creating that committee.

The BOARD cannot delegate its responsibilities or the decision making required to carry out its responsibilities. Committees of the CLPOA, except the Architectural Control Committee and the Appeals Committee, can only operate in an advisory capacity. Committees may make recommendations but must understand that in fulfilling its fiduciary responsibilities, the BOARD is NOT bound to accept or agree with such recommendations.

MANNER OF OPERATION

The business of all committees shall be conducted in accordance with a modified version of Parliamentary Procedure from Community Association Institute, as a guideline, unless provided otherwise by resolution of the BOARD, and document through meeting agendas and minutes. Each committee shall conduct its business in accordance with the procedures set forth in the Bylaws for the CLPOA, the published rules and regulations of the CLPOA, and the resolution(s) of the BOARD creating that committee. The committees are charged with maintaining a constant awareness of legal obligations, risks and responsibilities of the CLPOA and with the rights of owners and residents of Canyon Lake.

MEETINGS

All open session committee meetings shall be open to any Member of the CLPOA. Each committee shall have a regular meeting schedule that is approved by the BOARD and be announced in advance. Meetings of all committees shall be held as necessary to carry out assignments and responsibilities.

Any committee which has within the scope of its duties any matters which would properly be the subject of an executive session shall hold committee meeting(s) and/or discussion(s) within closed, executive session when any of the following topics are under consideration:

- * Member discipline & personnel
- * Litigation, potential litigation, or confidential legal advice

Similarly, any minutes taken of executive session meetings shall be written separately and shall not be distributed to anyone not entitled to attend such executive sessions. When determined by the chairperson of the committee and consistent with the requirements of an executive session, the committee may meet in closed session to consider member discipline, personnel and litigation matters.

QUORUM

The majority of the members appointed to a committee shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the members present at a duly held meeting at which a quorum is present shall be regarded as an action of the committee. When there is a tie vote, the motion shall be deferred to the BOARD with the exception of the Appeals Committee.

REPORTING

All committees shall report their activities to the BOARD monthly through their Board Liaison. The committee chair shall submit written reports, including minutes and attendance records of their meetings on a timely basis to the General Manager, at least fourteen (14) days prior to the next regular meeting. In the event a quorum was not present, any report from the committee to the General Manager and BOARD should reflect the members participating in such report.

BOARD REQUESTS

Committees may make recommendations to the BOARD by submitting a completed Recommendation Form to the General Manager. These requests shall be submitted when a committee is requesting funding for specific projects, or for modifications to a rule or policy, as requested by the BOARD. The General Manager shall process the Recommendation Form through the necessary steps, as identified on the attached flow chart.

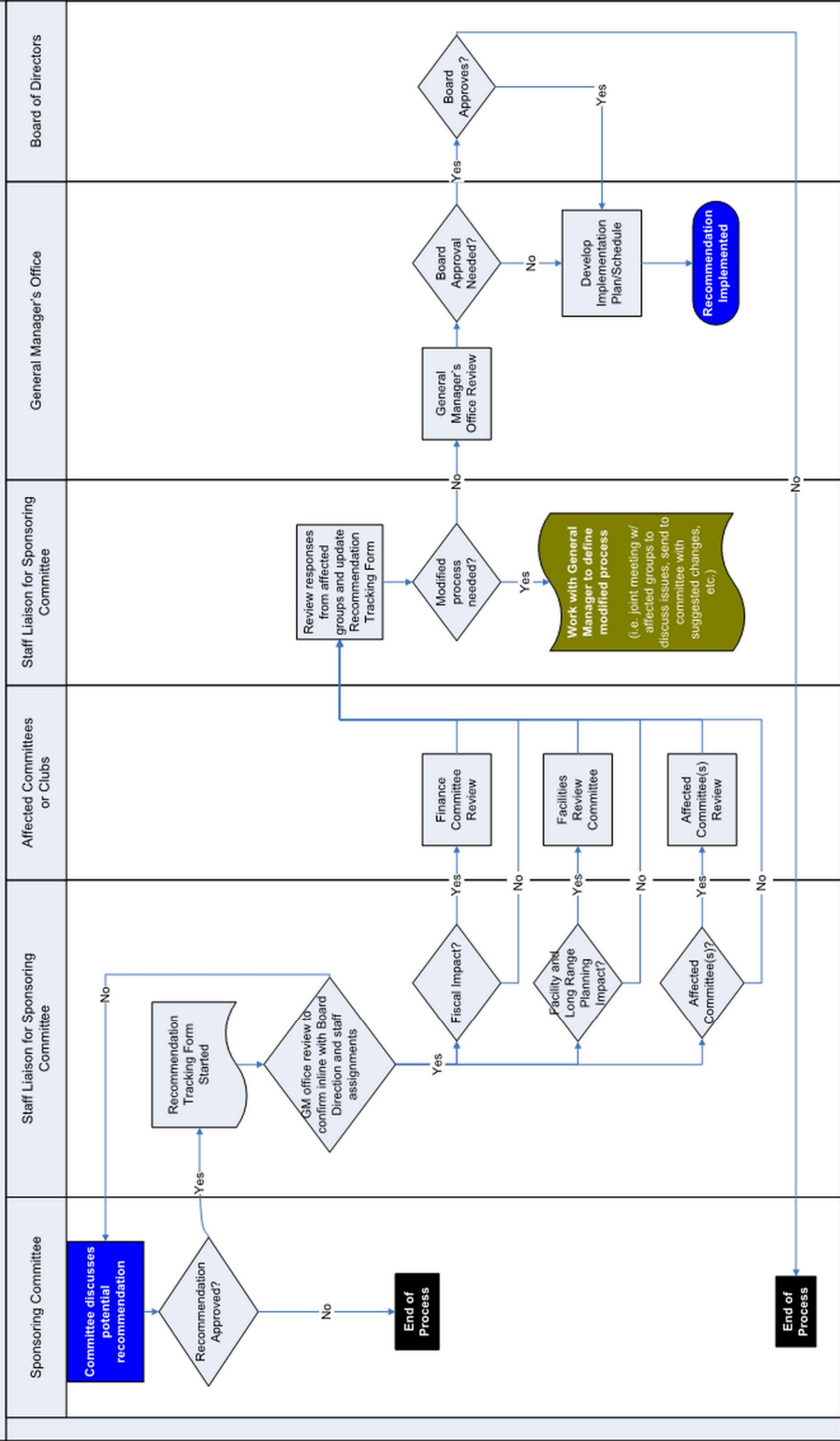
CONFLICT OF INTEREST

Any member of a CLPOA Committee who could reasonably be expected to benefit in a direct and substantial way from the possible outcome of a committee action under discussion must disclose each time it is discussed that he/she has such an interest and abstain from voting and discussion on any motion affecting that interest.

DISSOLUTION OF A COMMITTEE

As the community, CLPOA, and BOARD evolve, changes may be made from time to time in the structure of any, or all committees serving the BOARD. As provided in the By-Laws, the BOARD may modify the structure of committees to fit the needs of the Association.

Committee Recommendation Flow Chart



CANYON LAKE PROPERTY OWNERS ASSOCIATION

CONFIDENTIALITY AGREEMENT

I, _____, AS A CANYON LAKE PROPERTY OWNERS ASSOCIATION (CLPOA) COMMITTEE MEMBER UNDERSTAND THAT SITUATIONS MAY ARISE WHERE I MIGHT BE PROVIDED ACCESS TO CERTAIN CONFIDENTIAL ASSOCIATION DOCUMENTS AND INFORMATION, INCLUDING ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS, PERSONNEL AND PRIVATE PROPERTY OWNER INFORMATION. I UNDERSTAND HOW IMPORTANT IT IS TO THE ASSOCIATION, ITS MEMBERS, AND ITS EMPLOYEES THAT PRIVILEGED OR PRIVACY PROTECTED INFORMATION REMAIN PRIVATE AND CONFIDENTIAL. I AGREE THAT ANY CONFIDENTIAL ASSOCIATION INFORMATION PROVIDED TO ME WILL BE USED FOR NO PURPOSE OTHER THAN MY PERFORMANCE OF MY DUTIES AS A CLPOA COMMITTEE MEMBER. I FURTHER AGREE THAT I WILL NOT DISCLOSE ANY ASSOCIATION INFORMATION THAT IS SPECIFICALLY IDENTIFIED AS CONFIDENTIAL AND PRIVILEGED BY THE STAFF LIASION TO ANY OTHER PERSON FOR ANY REASON.

IT IS SO PROMISED AND AGREED AT CANYON LAKE, CALIFORNIA.

COMMITTEE MEMBER SIGNATURE

DATE: _____

Social Media Policy

Purpose

This policy regulates Canyon Lake Property Owners Association's (CLPOA) use of social media as it pertains to establishing expectations, guidelines, and behavioral standards in order to protect the CLPOA.

Goal

To inform and foster positive relationships with community members and the general public by participating in various social media platforms in a helpful, respectful, and relevant manner that protects the CLPOA's branding and follows the letter and spirit of the law.

Responsibility

The Corporate Department will be responsible for managing and monitoring all social media content.

Good communication is essential to the CLPOA and the CLPOA's continued success. The quality of professional relationships among associates, members, Board members, contractors and the general public is vital to the CLPOA's success. Members' impression of the CLPOA is strongly influenced by the people who assist them. In a sense, regardless of position, all employees are CLPOA ambassadors. The more goodwill the CLPOA promotes, the more its members and others will respect and appreciate the CLPOA and its services.

In safeguarding the information received, the CLPOA earns the respect and further trust of business associates. This may help reduce risk of litigation. Any violation of confidentiality can seriously injure the CLPOA's image and effectiveness. Maintaining confidentiality is important to the CLPOA's position and ultimately, to its ability to achieve financial success and provide fiscal stability. The CLPOA strives to use social media in a manner that maintains member's and employee's confidentiality and privacy.

Criteria and Guidelines: Canyon Lake Property Owners CLPOA (Main Page)

CLPOA policies and governing documents lead and direct the regulations in social media policies.

Approved Content:

In general, the CLPOA and its sanctioned affiliates will respond to comments to provide further information, clarification, acknowledge feedback and to market or promote the CLPOA in a positive light. The following are CLPOA guidelines for employees and sanctioned affiliates:

1. Refer all crisis communication activity to Corporate and/or Legal. Crisis communication postings that include public safety, health or welfare tips are not intended to replace professional advice from appropriate sources such as the police or medical professionals.
2. Be thoughtful about protecting CLPOA, its privacy, and its confidential information.
3. Avoid content that is illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy or otherwise injurious or objectionable.
4. Content posted by the CLPOA warrants and represents that the CLPOA either owns or otherwise controls all of the rights to that content, including, without limitation, all the rights necessary to provide, post, upload, input or submit the content, or that CLPOA use of the content is a protected

fair use. Associates must agree that they will not knowingly and with intent provide material that is misleading or false information.

Unapproved Content:

Any matter in which the CLPOA is in litigation, requires Board discretion, or is confidential in nature will not receive a response without legal guidance. If a response is given it will be limited, factual, and informative until further legal direction can be provided.

Company practices that gauge the direction of communication include the following:

1. The CLPOA reserves the right to discontinue relationships with friends or followers who post inappropriately on social media platforms and to control all content on its platforms. Inappropriate content includes, at minimum, the following:
 - Vulgar language
 - Inappropriate images
 - Personal attacks of any kind against any person
 - Comments or content that promotes or perpetuates discrimination
 - Harassment (cyber or otherwise) in any form (verbal, physical or visual) is strictly against CLPOA policy and will result in corrective action. Harassment including but not limited to: slurs, threats, derogatory comments, unwelcome jokes, exposure to sexually-oriented literature or pictures, teasing, sexual advances, and other similar verbal or physical conduct will not be tolerated.
2. Associates may not use the CLPOA name to endorse or promote any product, opinion, cause or political candidate.
3. The CLPOA must not share confidential or proprietary information CLPOA and must maintain employee, vendor and member privacy.
4. Employee harassment on CLPOA regulated social media must be reported If an employee believes they have been the victim of harassment or know of one who has.
5. Managers/supervisors are encouraged to only accept 'friend requests' if initiated by the employee, and if the manager/supervisor does not believe it will negatively impact the work relationship.
6. The CLPOA does not endorse people, products, services or organizations without Corporate approval for use on official CLPOA accounts. For personal social media accounts where CLPOA connection to CLPOA is apparent, employees, Board Members and Committee Members must avoid implying that an endorsement of a person or product is on behalf of CLPOA, rather than a personal endorsement.
7. Unless approved by the Corporate Office, CLPOA social media name, handle and URL should not include CLPOA's name or logo.

Employee, Committee & Board Guidelines

CLPOA employees, committee members, and Board Members who participate in social media agree to follow CLPOA guidelines. Social media includes: blogs, website postings, Facebook, LinkedIn, Instagram, Twitter, YouTube etc. on behalf of CLPOA. These guidelines apply when affiliates are posting on the behalf of the CLPOA, the Board, or on CLPOA sites and similar community forums:

- Compliance with applicable CLPOA policies. For example, no sharing of confidential or proprietary information about the CLPOA and maintaining member privacy.

- Write in the third person when speaking on behalf of the CLPOA.
- When writing personally, and when connection to CLPOA is apparent, make it clear that you are speaking for yourself and not on behalf of CLPOA. In those circumstances, you should include this disclaimer: "The views expressed on this [blog; website] are my own and do not reflect the views of my employer/CLPOA/the Board." Consider adding this language in an "About me" section of your blog or social media profile.
- Ensure content is professional, accurate and honest in CLPOA communications.
- Be respectful and professional to fellow employees, business partners, vendors and members.
- Act competently and deal with everyone in a courteous and respectful manner.
- Communicate pleasantly and respectfully with members and associates at all times.
- Follow-up on services and questions promptly; provide friendly, businesslike replies to inquiries and requests and perform all duties in an orderly manner (if applicable).
- When posting content that does not originate with the CLPOA, cite the source.
- Encourage member comments on social media platforms. Expect comments to be written in a respectful manner. Respond to comments promptly, when appropriate (if applicable)
- Posts dealing with individual or personnel matters will be deleted. Members who wish to address such issues should send CLPOA a private message in which we may respond to such issues privately.
- Comments that are off-topic, including those that include profanity or inappropriate language, will be promptly removed on CLPOA sites and will not be encouraged third party sites.
- Comments that solicit business or advertise a product or service not endorsed by the CLPOA will be removed.
- Posts that include copyrighted material or impersonate an individual or entity is not allowed.
- The CLPOA may friend/fan/follow people, clubs or organizations for professional or community related purposes.

For questions about what is appropriate to include in CLPOA social media profile(s), please contact the Corporate Office at (951) 244-6841 Ext. 210.