



shelter bay community, inc.

1000 Shoshone Drive • La Conner, WA 98257 • 360-466-3805

Mission Statement and Guidelines Development Form

(Res. 12-11, 6/20/12)

Committee's Title: _____ Board Created Date: _____

Prepared by: _____ Date & Phone No: _____

The purpose of this form is to assist a new or existing Committee with the development/revision of its Mission Statement and Guidelines. These documents must be reviewed by the Rules Committee and approved by the Board soon after the creation of a new Committee. Existing committees should routinely review their guidelines to ensure they are up-to-date and compliant with this section.

Committee's Mission Statement:

Prepare a Mission Statement describing the Committee's purpose and its scope of work. For Ad Hoc Committees, the Mission Statement will also contain the Committee's term/sunset date.

Authority for Each Function:

List the Authority (section or paragraph of the Protective Covenants, By-Laws, or Rules and Regulations) that will govern this function of the Committee. If the Committee is responsible for multiple authority issues, (i.e. signs, driveways, trailers in yard, and the like) list each authority with its operating guideline.

Operating Guidelines:

In developing its Operating Guidelines, the Committee will:

1. Describe how the Committee operates, including the day, time and location of the regularly scheduled meetings.

2. Describe how the Committee plans to make the Community Members aware of its meetings:
 - _____ Calendar its meetings 24 hours in advance on the office calendar or bulletin board, or
 - _____ Hold regularly scheduled meetings at a pre-determined time/date/location.

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3. Identify the Committee's Officer positions (chair, vice chair, secretary, treasurer, as applicable).

4. Identify who is responsible for preparing the summary of the business conducted and filing that summary in the Committee Minute Book in the office within 5 days of each meeting.

5. Describe how the Committee will function and perform its duties.

6. As applicable, for each Authority, write the process and/or procedure for different applications, permits, variances, and/or complaints the Community Members are to use. [See example]

7. The final draft of the Committee's Guidelines should be provided in the format included with this section.

Helpful hints for developing Committee Guidelines

- 1) The "Authority" is the legal basis for the Guidelines.
- 2) Draft the Guidelines for each Authority separately.
- 3) A Table of Contents is helpful if there are numerous Authorities and numerous Guidelines.
- 4) Guidelines should be brief and easy to understand.
- 5) State Guidelines in positive terms.
- 6) Clearly provide the information needed to guide committee members in the performance of their duties.
- 7) A good Rule is enforceable.

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Preferred format for the Authority Section and the Committee Guidelines pertaining to that Authority:

AUTHORITY

Declaration of Protective Covenants, Article IV, Covenants and Restrictions:

- 17. Off-Street Parking.** At least two off-street parking spaces for each single family residence shall be provided. Such spaces shall be used only for vehicles which are operational and in regular use. Such spaces shall not become a storage area for unused vehicles and other items which may detract from the natural beauty of surrounding areas. Driveways serving a single family residence must be no less than 25 feet in length from street edge to structure.

GUIDELINES

The intent of this Covenant is to prevent long term parking of unused or commercial vehicles and the storage of miscellaneous items visible from the street (i.e. camper shells, boats, trailers, PODs, dumpsters, etc.).

Shelter Bay is designated as a single-family residential community. Members are to ensure that they have appropriate and adequate parking space for all vehicles associated with the lot.

An inoperable vehicle is defined as one where the physical condition of the vehicle indicates that it may not be operable, is unsightly, or in need of repair (i.e. broken windows, flat tires, major body damage, expired registration, etc.). Storing vehicles for repair is not allowed.

PROCEDURE FOR IMPLEMENTATION

1. The Lot Committee will monitor off-street parking.
2. Upon becoming aware of a possible violation or the receipt of an Incident-Concern-Complaint, the Lot Committee will assess the situation and notify the member of any resulting violation, setting a date for correction. A copy will be placed in the Lot File at the Shelter Bay Community office. If it is a non-compliance issue and the member does not comply by the specific date, the violation may be referred to the Rules Committee with a fine recommendation.

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Operating Guidelines, continued

Committee: _____

Final Draft of Mission Statement:

Final Draft of Committee Guidelines: