



Mission Statement and Guidelines Development Form

Committee's Title: _____ Board Created Date: _____

Prepared by: _____ Date & Phone No. _____

The purpose of this form is to assist the new Committee with the development of its Mission Statement and its Committee Guidelines. These documents must be approved by the Board soon after the Committee's inception.

Committee's Mission:

1. Describe in your own words what is the purpose of this Committee:

2. What is the scope of the Committee's work? (describe in your own words)

3. What is the Committee's term? (applicable only to Ad Hoc Committees)

Operating Guidelines:

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

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Operating Guidelines, continued

Committee: _____

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

3. How many Regular _____ and Alternate _____ members will be on the Committee?

4. Identify the Committee's Officers (chair, vice chair, secretary, treasurer)

5. Identify the person 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.

6. How do you anticipate this Committee will function, how it will work and how will it perform its duties.

7. If applicable, list or attach a copy of the Authority (section or paragraph of the Protective Covenants, By-Laws or Rules and Regulations) that will govern this Committee's actions/scope.
(If this Committee is responsible for multiple authority issues [i.e. signs, driveways, trailers in yard, and the like], list each authority on a separate page).

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Operating Guidelines, continued

Committee: _____

8. For each "Authority" (#7 above) write the process and/or procedure for different applications, permits, variances, and/or complaints the Community Members are to use. [See example]

9. How will you make Community Members aware of these Guidelines?

10. Additional Comments:

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 may be 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 distinguish information that is intended to guide and help members form rules that carry a sanction for violation. The latter needs to be approved by the Board as the Rules and Regulations.
7. Remember, a good Rule is enforceable. As you review the Rules and Regulations pertinent to this Committee keep in mind whether or not you are writing Guidelines for a Rule that is enforceable or not.

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Operating Guidelines, continued

Committee: _____

Example of a Committee Authority and Committee Guidelines pertaining to that Authority.

DRAINAGE GUIDELINES SHELTER BAY COMMUNITY INC.

AUTHORITY

Excerpt from: *DECLARATION OF PROTECTIVE COVENANTS ARTICLE IV
COVENANTS AND RESTRICTIONS*

8. Utility and Drainage Easements. For purposes of construction and maintenance of utilities and storm drainage facilities, all lots, tracts, or parcels of said property shall be subject to a temporary easement for construction ten feet in width, and a permanent easement for maintenance five feet in width, parallel and adjacent to all lot lines in both instances.

Note: See Division 5 Covenants and Restrictions for additional easements to PSE & Verizon.

11. Drainage. No change in the natural drainage shall be made by any lot owner without prior approval from the committee responsible.

Excerpt from: *ARTICLE II, ARTICLES OF INCORPORATION
PURPOSES*

2. To build, improve and maintain roadways, culverts, bridges and drainage areas, and to provide for the improving, cleaning and sprinkling of streets, and for collection and disposal of the street sweepings, garbage, ashes, rubbish and the like; to prevent and suppress fires, to provide police protection, and to make and collect charges to cover the costs and expenses therefor.

GENERAL RULES AND REGULATIONS

I. MEMBER RESPONSIBILITIES

1.2 Shelter Bay members are responsible for maintenance of their lots, mowing, clearing of overgrown brush and dead trees, drainage and ditching. Any lot that the Manager deems neglected and in need of mowing will be mowed by the community and the member will be billed the customary charge.

COMMITTEE GUIDELINES

Drainage problems which occur following the completion of the home or on a vacant lot are reviewed by the Lot Committee.

PROCEDURE FOR IMPLEMENTATION

1. The Lot Committee member responsible for Drainage will contact or meet with the home resident or lot owner to assess the drainage problems and, if necessary, upon discussion with the Manager, will recommend to the Lot Committee appropriate action. The owner will be notified of the action.

2. A memo of action, or a copy of the Lot Request Form, will be placed in the Lot owner's file at the Shelter Bay community office. A follow-up will be done by the committee liaison to determine if the problem has been solved.

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Operating Guidelines, continued

Committee: _____

Final Draft of Mission Statement:

Final Draft of Committee Guidelines: *(continue onto next page and/or add additional pages)*

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Operating Guidelines, continued

Committee: _____

Final Draft of Committee Guidelines: (continued)