

# LOCH LOMOND BEACH CLUB

## POLICY AND PROCEDURES MANUAL

SUBJECT: STANDING COMMITTEES

POLICY #: 16

EFFECTIVE DATE: 5/12/90

REVISED: 4/16/2011, 8/13/2016

PAGE 1 OF 2

### POLICY:

The Board of Directors, along with selected volunteer members, shall constitute Seven Standing Committees to assist in the annual operation of the Loch Lomond Beach Club.

### PROCEDURE:

1. The seven standing committees shall be:
  - a. Budget and Finance
  - b. Planning and Architecture (Architectural Control)
  - c. Facilities and Maintenance
  - d. Social Activities
  - e. Long Range Planning
  - f. Communications
  - g. Membership
2. Each committee shall be chaired by a current Board member with the remainder of the committee consisting of Board members and selected volunteer Club members.
3. Each committee shall have a minimum of three (3) members and a maximum of six (6).
4. The committees shall meet prior to Board meetings and when deemed necessary.
5. Each committee chairperson shall present a report at the monthly Board meetings.
6. The Planning and Architecture (Architectural Control) Committee shall meet to:
  - a. Review permanent structure plans.
  - b. Review lot owners proposed plans and to assure they are in compliance with Loch Lomond Covenants and Restrictions.
  - c. Review temporary dwelling permit applications and notify members on permit rejection or acceptance.
  - d. Discuss county planning or any other related issues.

7. The Facilities and Maintenance Committee shall meet to:

- a. Review facilities, grounds and equipment relative to monthly operation plan (May - September).
- b. Discuss priority needs with operational budget and costs in mind.
- c. Along with the Long Range Planning Committee develop and update 5-year facilities and maintenance equipment plan as basis for capital improvements portion of annual budget to be completed by February of each year.
- d. Report to Board on recommendations for annual maintenance plans, monthly priorities and evaluations and 5-year facilities and equipment plans.

8. The Social Activities Committee with the assistance of the Club Manager shall compose a yearly clubhouse social activities calendar to be mailed out to the membership with the spring newsletter. This committee is responsible in assisting club management with the operations of these activities. This may be accomplished by enlisting help from selected club volunteers, Social Activities Committee members, or club staff. The lunch served prior to the annual membership meeting fall in the jurisdiction of this committee. The committee chairperson shall report to the Board any new activity ideas or any changes in the present activity calendar.

9. The Long Range Planning Committee will develop and update facilities, maintenance and equipment plan beyond 5 yrs. This will fulfill this committee's purpose to maintain and assure a high quality of resources for this community while looking to the future to build a lasting and user friendly place for family and friends to gather.

10. The Communications Committee is to create and monitor opportunities to communicate to LLBC membership using with multiple technology options. Possible activities may include: Website, Facebook, Twitter to quickly advertise/remind members of activities), etc. like "marshmallow Roast going on now until...." Will need privacy forms or some sort of system that members can opt out of appearing in any photographs.

Template for email newsletter using graphics. Can be done in Word and mail merged. Newsletters can also be migrated to Facebook platform.

Updating member list to include individuals and family members and not just the primary lot holder. This will help the front desk get to know members. The check-in software does not currently allow this. But it can, although the tracking in the check-in module will still be according to primary lot number and primary lot holder. Also a postage mail list for members who would rather receive paper materials.

11. The Membership Committee is to Provide outreach and membership information to new members, as well as, providing ongoing responses to member questions about membership responsibility and concerns. Possible actions include committee responsibility for meeting new members and welcoming them to the LLBC. This committee would be in charge of handing out the appropriate New Member Packets and keeping them up to date.

The committee could also deal with specific membership issues. There may be other things this committee could do, such as organize community events such as parades and keep realtors informed of LLBC policies as well as what LLBC has to offer.