The Waters at Lake Anna Homeowners' Association

Standard Operating Procedure 2023-1

Revised (para 4.g removed to agree w/section 5.10 update in the Rules of Order for Annual Meetings, Board meetings and Committee Meetings eff 5-20-2023)

Revised 12-2-2023

Standard Operating Procedures (SOP) for ALL TWALA Committees

The Waters at Lake Anna Homeowner's Association committees are established by the Board of Directors ("Board") under the powers and duties delineated in the Association's Bylaws, Article IV, Section 4.14 ("Bylaws"). The committees can operate at the direction of the Board, shall not have the authority of the Board, and shall not have any powers of the Board. All decisions will be finalized and approved only by the Board (except for the ARC Committee)

For larger committees, the need for formality is more important. The committees should start off as formal and use special procedures to relax formality in certain circumstances. With smaller assemblies and committees, the formality will work just the opposite. The committee will start off with more relaxed rules and only use more formality if such a change becomes necessary.

The Board and committee meetings are generally subject to the same rules, and the committees cannot adopt special rules of procedure unless authorized under the Bylaws. However, many of the procedural rules important in large groups are relaxed in boards and committees — unless the committee is so large that the formality of a regular membership assembly is a practical necessity.

1) Follow Robert's Rules of Order (relaxed/modified for TWALA Committees ONLY)

    a. Committee members can make motions and speak without the necessity of formal recognition.
    b. Motions do not have to be seconded.
    c. Committee members may speak as often as desired so long as the member politely obtains the attention of the other committee members. In fact, motions to limit debate are not in order, and the motion to reconsider practically knows no limit in a committee.
    d. Committee members can discuss items without a motion on the floor.
    e. A quorum of the committee members must be present to approve any motion prior to being presented to the Board.
    f. Committee meeting minutes are not required, except when the committee approves a motion to be presented to the Board for approval. The committee

minutes should include a short synopsis of the motion/subject and submitted to the HOA Secretary at the following Board meeting to be recorded with the Board meeting minutes.

g. The Committee Chairman can make motions, participate in discussion, and vote.
h. All members of the committee must have a clear understanding of Code of Virginia-Chapter 18 Property Owner's Association Act (Code of Virginia Code - Chapter 18. Property Owners' Association Act). The Code should always be followed.

2) All committee meetings must be announced via the TWALA Website Calendar at least 5 days prior to the planned meeting. The agenda, location, and time will also be announced.
3) All committee meetings should be conducted at the TWALA Clubhouse. If the clubhouse is used, it is the Committee Chairman's responsibility to ensure the clubhouse is reserved and posted in the Calendar, unlocked prior to the meeting, and cleaned and locked upon completion.
    a. Reminder: Committee meetings are open to any community member wishing to attend.
4) It is the Committee Chairman's responsibility to ensure all requirements are met. Additional Requirements/Responsibilities –

    a. Every committee will have one Committee Chairman appointed by the HOA Chairman of the Board and HOA President. The committee Chairman may appoint an assistant, but the committee Chairman is ultimately responsible.
    b. Every committee will have a minimum of three (3) committee members.
    c. The Committee Chairman will select committee members and inform the HOA Chairman of the Board of their selection.
    d. The Committee Chairman may appoint committee members to deal with specific tasks, but the committee Chairman is still ultimately responsible for the committee. The Chairman of the Board shall be notified of any such changes as soon as they are made.
    e. The Committee Chairman may increase or decrease the committee membership as needed. The Chairman of the Board shall be notified of any such modifications as soon as they occur.
    f. Each Committee Chairman will attend the annual training/review held in January of each calendar year. Training will be conducted by Chairman of the Board and President.