



## **Owner Committee**

### **Mission**

The Seasons at Sandpoint Board of Directors have appointed a committee, the Owner Committee (“Committee”), in accordance with the permissions granted in the Seasons At Sandpoint Association, Inc. Bylaws. The purpose of the Committee is to encourage and increase Owner participation in the operations and affairs of the Community in order to create added value and enjoyment of Seasons for its Homeowners and their guests.

As this is a non-voting body of volunteer Seasons Homeowners, the Committee shall not exercise any authority that is reserved for the Board of Directors.

### **Guiding Principles**

The committee will contribute to the positive and constructive improvement of our Community by:

- Maintaining open, honest and constructive dialogue with all parties;
- Communicate information that has been verified/certified in order to avoid confusion;
- Documenting and representing all Homeowners’ opinions on any particular issue;
- Prioritizing issues and suggesting solutions based on feedback received from all Homeowners; and
- Working with the management to create win/win resolutions.

### **Structure**

The Committee will not exceed five (5) Homeowners (“Participants”). Best effort will be made to have all types of Homeowners represented on the Committee. The Homeowner/Usage types are defined as follows:

- Full-Time (Primary Residence Homeowners)
- Part-Time (Secondary Residence Homeowners)
- Homeowners who Rent
- Homeowners who own a Marina Slip
- Homeowners with Children under the age of 12

The General Manager and a Managing Agent Representative will serve as the facilitators for the Committee.

### **Qualifications/ Cause for Dismissal**

The following Qualifications must be met in order for a Homeowner to submit a self-nomination and/or to serve as a Participant:

- Participants must be an Owner of a Unit.
- Participants must adequately fulfill their duties and responsibilities as stated in the Owner Committee document.
- Participants must operate in a manner that is positive and adhere to the Committee’s guiding principles.
- Participants may not take part or be involved with any litigation, or the threat of any litigation, against the Association.

## **Qualifications/ Cause for Dismissal (continued)**

- Participants must be “Members in Good Standing” with the Association. Good Standing is defined as being current with all assessments and acting in compliance with all provisions stipulated in the Association’s governing documents.

The Board of Directors reserves the right to dismiss any Participants for failure to adequately fulfill their duties and responsibilities as outlined above. While differences of opinion are accepted and supported, Participants may be dismissed if they are found to be operating in a manner that is counterproductive to the Committee’s guiding principles.

## **Terms**

The terms for the Participants will vary between one (1) or two (2) years, with the possibility of serving a consecutive term upon re-election. To be considered for election, a Participant must submit a self nomination form within specified time frame and comply with the Structure and Qualifications as outlined above.

## **Appointment**

When vacancies or a Participant’s term expires, all Homeowners will be notified by the General Manager and asked to complete a self nomination form if they wish to be considered for the Committee. Completed self nomination forms will be reviewed by the Board of Directors to ensure that the self nominee complies with the Homeowner/Usage Type structure and Qualifications. Following the Board of Directors review of the nominations, self nominee nominations who best meet the Homeowner/Usage Type structure and Qualifications, will be distributed to all Homeowners to elect new Participants. The Homeowners will review the nomination forms and will have one vote for each open position to cast based upon the self nominee’s ability to work within the Guiding Principles and to perform the Participant’s responsibilities.

## **Meeting Participants and Location**

The Committee meetings will be limited to Participants, the General Manager, and a representative from the Managing Agent. The meetings will be conducted in a private meeting space.

## **Meeting Frequency**

The Committee will meet quarterly via conference call. If at least two (2) Participants and/or the General Manager are unable to attend, the meeting will be cancelled. Occasionally, special meetings of the Committee may be called by the General Manager. Participants are required to attend at least three (3) of the Committee meetings per calendar year.

## **Meeting Agendas**

The General Manager will notify all Homeowners at least twenty-one (21) days in advance of the meeting and provide all Homeowners the opportunity to submit Agenda topics (via email). The Agenda for the Committee meetings will be based on the ideas and issues of concern suggested by the Homeowners. The Agenda will consist of all topics received and the General Manager will tailor the Agenda topics to provide sufficient time for discussion within a one (1) hour meeting timeframe. The Agenda will be distributed to all Participants at least five (5) business days prior to the meeting.

## **Meeting Minutes**

The General Manager's appointee will be responsible for recording meeting discussions. The minutes will clearly document all facts and opinions voiced during each meeting, and accurately indicate any areas of disagreement. The draft and review process will be as follows:

1. **First Draft Review:** The General Manager will review the draft and submit to the Participants for review within five (5) business days of the meeting to review and provide comments/edits to the General Manager. The Participants will have three (3) business days to review and submit comments and edits.
2. **Second Draft/ Participant Review:** After the General Manager has incorporated the Participant's feedback, a second draft will be submitted to all Participants for review. The Participants will have three (3) business days to review and provide comments/edits to the General Manager.
3. **Final Draft Review & Approval:** After the General Manager has incorporated the Participant's feedback (within three (3) business days), the final version of the Minutes will be made available on the Owners Website.

## **Responsibilities**

Participants will be responsible for the following:

1. Work closely with the management;
2. Ensure there is continuous, constructive communication between the management;
3. Help suggest and develop initiatives to enhance Homeowner experience at the Community;
4. Assist in the planning for the Community's future;
5. Offer recommendations to add value to ownership in the Community and ensure its success;
6. Provide feedback for maintenance, repair and replacement of the common elements; and
7. Attend the Committee quarterly meetings.