

# Sutton Fields Homeowners Association, Inc.

## Charter of the Advisory Committee

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### Statement of Purpose

The Board of the Sutton Fields Homeowners Association has formed an Advisory Committee to oversee and support the Social, Landscaping, Welcome, and Finance Committees. The purpose of the Advisory Committee is to ensure that all committees operate within the community's goals and guidelines while fostering accountability, community growth, and efficient use of resources.

While committees are encouraged to operate independently, they must adhere to Board-established requirements, including timely submission of reports, proper budget management, and proactive planning. This ensures alignment with the Board's expectations and the overall well-being of Sutton Fields.

The Advisory Committee serves as an independent oversight body and is not composed of committee chairs. Instead, it consists of neutral members appointed by the Board to ensure fair evaluation, financial accountability, and adherence to community policies. Committee chairs may serve as non-voting liaisons but do not have decision-making authority within the Advisory Committee.

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### Manner of Organization

#### Membership

- The Advisory Committee shall consist of **3 to 5 members** appointed by the Board of Directors.
- Members shall not concurrently serve as committee chairs to ensure impartial oversight.
- The Committee must designate the following officers:
  - **Chairperson:** Oversees Advisory Committee activities, ensures adherence to the Charter, and acts as the primary liaison to the Board.
  - **Secretary:** Records meeting minutes and ensures timely submission to the Board.
  - **Treasurer:** Reviews financial reports submitted by committees and ensures compliance with Board-approved budgets.
- A single individual may serve as both **Secretary and Treasurer**, but the Chairperson shall not hold multiple roles.

## Eligibility Requirement

- All committee members must be **homeowners in good standing**, meaning they have no past-due assessments, fines, or fees and are not in violation of the Association's governing documents.
- Members who fail to maintain good standing during their term will be subject to removal by the Board.
- The Board prioritizes members with **financial, legal, or administrative expertise** to ensure proper governance.

## Meetings

- The Advisory Committee must meet **monthly** or as often as necessary to fulfill its responsibilities.
- The Committee must hold a **mandatory bi-monthly meeting with the Board**, including at least one Resident Board Member, to provide updates, discuss financial oversight, and align on community priorities.
- Meeting notices must be communicated to all members and Resident Board Members via email at least **five (5) days in advance**.
- Meetings may be open to interested Association members who wish to participate or observe.
- The **Managing Agent or a Board member** may attend any meeting at their discretion without prior notice.
- Advisory Committee members must attend at least **50% of Advisory Committee meetings** and **50% of residential meetings** to maintain active membership.

## Quorum

- A quorum, defined as a **majority of actively participating committee members**, must be present for official business to be conducted.
- If a quorum is not met, the meeting may continue for discussion purposes only, with no votes or formal actions taken.

## Board-Appointed Small Groups

- The Board may appoint **temporary small groups or subcommittees** to handle specific short-term projects or initiatives.
  - The Chairperson may participate in these small groups to provide leadership and ensure alignment with Advisory Committee goals.
  - These small groups will report back to the Advisory Committee and Board with findings, recommendations, and progress updates.
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# Responsibilities

## Oversight of Committee Operations

The Advisory Committee shall ensure that all subcommittees operate within the framework provided by the Board, submitting the following:

- **Monthly Reports:** Summarizing activities, motions, and recommendations.
- **Quarterly Financial Reports:** Detailing expenditures and remaining budget allocations.
- **Meeting Minutes:** To be submitted to the Board within **seven (7) days** of each meeting.
- **Project Proposals:** Any significant initiative (**projects exceeding \$500 or requiring external vendors**) must be submitted for Board approval.

## Financial Oversight

- Committees must submit **budgeting requests** for planned community events at least **60 days prior** to the event.
- **Committees cannot enter into any contractual commitments** on behalf of the HOA without express written authority from the Board.
- **The Advisory Committee does not control committee budgets** but ensures proper financial compliance.
- Committees must submit **quarterly financial reports** for Advisory Committee review before Board submission.
- Any **unplanned expenditures** require prior Board approval.
- The Advisory Committee is responsible for **identifying budget risks** and recommending corrective actions.

## Accountability and Conduct

- Members must act professionally, fostering an environment of **respect and teamwork**.
- Members must maintain **confidentiality** regarding sensitive community information. **Breaches of confidentiality** are grounds for **immediate removal**.
- A **conflict-of-interest policy** applies to all members. Any potential conflicts must be **disclosed upfront** during the application process.
- If conflicts or disputes arise between the Advisory Committee and a subcommittee, the issue shall be **escalated to the Board** for mediation.

## Strategic Planning and Reporting

- The Advisory Committee shall assist the Board in **identifying and addressing community needs**, including safety concerns, policy recommendations, and emerging issues.
- The Committee shall **relay critical community observations** to the Managing Agent and Board in a timely manner.

## Emergency Decision-Making

If the Board is unavailable, the **Chairperson may take emergency action**, provided that:

1. The Chairperson consults with at least **two other Advisory Committee members**.
  2. The Board is **notified via email or text** as soon as possible.
  3. The decision **does not exceed the Committee's authority (\$500 limit)**.
  4. A **detailed report** is submitted at the next Board meeting.
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## Board of Directors' Rights and Advisory Committee Authority

- The **Advisory Committee serves in a reporting capacity** to the Board and **does not hold voting rights**.
  - Unlike Resident Board Members, who have decision-making authority, the Advisory Committee exists to **provide recommendations, oversight, and guidance**.
  - The Committee must meet **all reporting, budgetary, and operational requirements** outlined in this Charter.
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## Term Limits and Vacancies

### Term Limits

- Advisory Committee members shall serve a **two-year term**, with the option for **reappointment by the Board**.
- No member may serve more than **two consecutive terms**.
- After two terms, a member must take a **one-year hiatus** before being eligible for reappointment.
- The Board may **stagger term appointments** to maintain continuity.
- Membership reviews shall occur **at least annually in January**.

### Vacancies and Resignation

- The Board may remove any Advisory Committee member **with or without cause**.
  - Vacancies shall be filled by **Board appointment**, with input from the Advisory Committee.
  - Members wishing to resign must provide a **two-week written notice** and transfer any relevant materials before departure.
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# Committee Objectives

The Advisory Committee plays a crucial role in Sutton Fields. Its primary objectives include:

- **Promoting a welcoming and inclusive community.**
- **Encouraging resident participation** in community activities.
- **Ensuring financial and operational accountability.**
- **Collaborating with the Board** to develop long-term community plans.

By adhering to these guidelines, the Advisory Committee will help ensure Sutton Fields remains a **vibrant and thriving community**.

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**Effective Date:** [Insert Date]

**Approved By:** Sutton Fields Board of Directors