



# Savannah



## **Introduction**

Committees are the backbone of the Association and help to ensure the smooth operation of the day-to-day obligations required in the governing documents. All committee members are volunteers who provide input and serve in an advisory capacity.

Committees must communicate effectively with one another and with the Management Company, First Service Residential. Each committee has specific job descriptions which outline their roles, responsibilities, and limitations.

## Article I - Overview

### Section 1.1 - Overview

- Guidelines will serve as a standard for all Savannah Committees. Each Committee may add additional requirements for membership, additional positions, or any other committee specific rules deemed necessary by the committee leadership and approved by the Savannah Board of Directors (“BOD”).

### Section 1.2 - Guidelines

- Guidelines may be amended or revised from time to time by the Savannah Board of Directors (if required) before the annual review.

### Section 1.3- Goals

- Foster a cohesive community by organizing fun and interesting events for the entire community so neighbors can meet and socialize.

### Section 1.4- Functions/Responsibilities

- Select a Chairperson, Vice- Chair and Secretary
- Brainstorm ideas for community events & plan for the year in advance.
- Create a list of Committee sponsored events, on or before the August Meeting and provide that list to the HOA’s General Manager for approval by the Board. Once finalized, no future events may be added without Board approval.
- Execute the proposed events and post-mortem afterwards.
- Report activities through your monthly meeting minutes and submit a copy to the Lifestyle Events Coordinator for inclusion in our e-Blast or community website.
- Committees should work with Lifestyle to advertise meetings and events through the e-blast and community calendar in order to appeal to the community.
- Submit an e-news article each quarter to The Magnolia Times via email to the Lifestyle Events Coordinator. Marketing Administrator.
- All committee meetings and events are open to the entire community unless the Board has approved an age restriction.

- Monthly reports (and budget updates, if applicable) must be submitted to the HOA General Manager a week prior to the Board Meeting. The report should be presented at the meeting by the Chairperson, or their designated representative.
- Any HOA property/equipment needed by a committee must be signed- out by Committee Members during normal business hours. Committee Members must notify the HOA staff what items they will be picking up at least three business days prior to the pick-up date. Committee members have a responsibility of exercising duty of care when using any HOA property/equipment.
- Committees may be called on in an advisory capacity from time to time to consult with the Board of Directors or Management Company on any topics pertaining to their committee purview.

### **Section 1.5- Limitations**

- Non-HOA members (as defined by Savannah CC&R 8.3) may attend meetings, volunteer and provide recommendations, but may not be full voting members (or Officers) of any committee.
- The Board of Directors will affirm the sections of Committee Officers annually.
- A minimum of three association members must be on a committee to be considered active.
- In order to be considered an active member of the committee, a member must attend two consecutive committee meetings.
- Any events sponsored by the Committee should be for the benefit of all Savannah Homeowners and their household members. Non-Members and persons unaffiliated with Savannah should be limited to two per household whenever possible.

### **Section 1.6- Financial Management**

Some committees will expend HOA funds. These committees have additional responsibilities:

- Committee members have a fiduciary responsibility to spend HOA funds wisely.
- Committees that receive HOA funds must elect a Treasurer, who keeps track of the funds received and reports on those funds to the Committee Members and the Board of Directors monthly. The Committee Treasurer is obligated to track spending against budget to ensure budgeted amounts are not exceeded and that sufficient funds remain for all future planned events.

- Each committee will submit a budget request to the Board of Directors board before the August budget meeting. This request must include the following information:
  - Event name
  - Expected attendance at the event.
  - Budget Request, which shows how the funds will be allocated for each event.
  - List of vendors which may be used and their contact information.
- Committee Officers are responsible for keeping a roster of current members, volunteers, monetary gifts, and recipients of any monetary gifts, which includes any donations. Donations are gifts to the Association and must reported to, and tracked, by the Association.
- HOA will not reimburse expenses that are not approved by the Committee (via majority vote) prior to purchase. Such votes should be captured in the meeting minutes reflecting items to purchase and dollar amounts authorized.
- All Committee expenditure requests must be submitted to the Lifestyle Events Coordinator a minimum of five business days prior to the event. The Lifestyle Coordinator will coordinate purchases on behalf of the Committee. If committee has authorized a purchase from a specific vendor, this should be made known to Lifestyle Coordinator prior to purchase.
- No costs may be assumed and/or authorized on behalf of the Association without prior approval from the Board of Directors and the verification of the HOA's General Manager.
- Food purchases for events should be adequate to the number of individuals that RSVP'd plus a reasonable overage (10%). Non-perishable items (that will not expire before the next event) must be inventoried and kept at the clubhouse until the next event. Perishable items (that will expire before the next event) must be donated to entities approved by the Board of Directors such as, but not limited to the Police or Fire Department.
- Financial Reports will be provided by the First Service, monthly, at least seven days prior to the Committee Meeting. The management company will provide a monthly financial report to the committee.
- Any HOA member may request a copy of the Committee Budget at any time through FSR Management.
- All items purchased with HOA funds, or donated to any HOA committee, are property of the HOA in entirety and do not belong to any one Committee. The intent of this policy is to prevent multiple purchases of similar items and enhance coordination between the committees.

- At the end of each fiscal year, all unspent funds are returned to the Savannah General Fund.

### **Section 1.7 Prizes, Gifts and Awards**

Some committees may give out prizes, gifts, and/or awards in conjunction with events. The following rules apply to all prizes and gifts:

- Committee members cannot win prizes at any event their committee sponsors.
- Prizes and gift award winners are limited to 1 (one) award per household, per event.
- Prize recipients must be Savannah Members (as defined by CC&R 8.3) or their household members only. Non-Members, members not in good standing, and persons unaffiliated with Savannah are ineligible for HOA sponsored prizes, gifts, or awards.
- Food items of nominal value are excluded.

## **Article II - Meetings**

### **Section 2.1 - Monthly Meeting**

Committees will hold a standing business meeting determined by the Committee Chair on the day of the week as listed below.

<b>Committee</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Architectural Standard Committee (ASC)	As Required	TBD	TBD
Hospitality Committee	2 <sup>nd</sup> Thursday	7 PM	Cafe
Infrastructure Committee	1 <sup>st</sup> Thursday	7 PM	Theater
Landscape Committee	3 <sup>rd</sup> Monday	7 PM	Boardroom
Safety Committee	2 <sup>nd</sup> Wednesday	7 PM	Boardroom
Social Committee	1 <sup>st</sup> Tuesday	7 PM	Cafe
Teen Committee	1 <sup>st</sup> Monday	7 PM	Boardroom

- Any Savannah Resident can attend and speak at a committee meeting, excluding the ASC.
- It is recommended that all Committee meetings be held in the Savannah Clubhouse, however monthly meetings may be held electronically as long as they are properly advertised in the e-blast to gather maximum interest and attendance.
- Robert's Rules of Order will be used as the guideline to conduct all business meetings, which will include, but not limited to, reading and approval of minutes from the previous meeting.
- Additional Committees may be formed from time to time with the approval of the Board of Directors

### **Section 2.2 - Additional Meetings**

- Additional monthly business meetings may be held (if required) and can be convened at the Committee Chair's discretion.
- All Savannah Committee members must be contacted, via email or phone and be provided the date, time, location, and subject matter of the additional meeting, at least 72 hours in advance of the additional meeting.

## **Article III - Mission Statement and Code of Ethics**

### **Section 3.1 - Mission Statement**

- The overall mission of all committees is "To continue to improve and enhance property values by providing services to the community through volunteer efforts that will focus on the quality of life for all Savannah Residents."
- See Appendix A for Specific Committee Mission Statements.

### **Section 3.2- Committee Code of Ethics**

#### **Preamble:**

The following code of ethics is intended as a framework to regulate behavior during meetings of committees.

- **Respect** – committee members will value and welcome the input of all members.
- **Equality** – all committee members shall be given equal credence for their views, opinions, and general input.
- **Trust** – members will provide input without any reservation that it will be unreasonably criticized.
- **Conflict of Interest** – members shall voluntarily take part in committee activities for no reason of personal or business gain, rather the general betterment of their community.
- **Dependability** – members will make reasonable efforts to attend all committee meetings. Members will carry out their assignments within the time frames agreed to by all.
- **Privacy** – members are not allowed to share personal information which is gathered at meetings for any other use than committee business.
- **Stewardship** – a committee member must maintain integrity and relate a positive attitude to others within the committee and community.
- **Social Media** - Committee members should only use social media to educate members of the community by directing them to the website (or the HOA office) that can best answer their questions or concerns. Most likely this will come from our governing documents. A committee member may quote that reference in his/her response or promote any event within their committee. Under no circumstances should a committee member post disparaging remarks about committee members, HOA, or HOA business on social media.

## Article IV - Committee Positions

### Section 4.1 – Committee Member Positions

- To hold a position, one must be a current Savannah Member (as defined by Savannah CC&R 8.3), in good standing.
- Savannah Members interested in becoming a Committee Member must attend at least (2) two consecutive meetings before being considered an active Committee Member.
- Each member must sign a committee handbook agreement and turn it into the HOA Management Staff.



- Committee members should actively seek new members, event volunteers and community input.

#### **Section 4.2 – Committee Officers**

- All Committee Officers serve at the pleasure of the Savannah Board of Directors and must be officially confirmed, after any election, before officially assuming the position.
- Only Savannah Members (as defined by Savannah CC&R 8.3) will be considered for approval as Committee Officers.
- The Savannah Board of Directors may remove an officer if it is deemed in the best interest of the Committee.
- The Committee Officers shall create a budget and present it to the committee membership before the August Board of Directors Budget Meeting. Each committee member must have an opportunity to vote on the final budget, and then the Chair will submit the approved budget to the HOA’s General Manager. Budgets are not to be considered approved until the Committee receives an approved copy of the budget, which is signed by the Board President.
- Any Committee Member who has refused or failed to attend three or more meetings during the preceding 12 months, provided they were given proper notice of the meeting, may be removed by a majority vote of the committee. Motions to remove and removal votes should be reflected in the official meeting minutes.

#### **Chairperson:**

- Presides over Committee meetings by:
  1. Opening the meetings and determining quorum,
  2. Establishing meeting agenda and announcing the business before the membership,
  3. Recognizing new members and ensuring only authorized committee members participate in voting tallies.
  4. Put to a vote item(s) that requires a vote.
- Seeks to encourage, promote, and actively pursue opportunities to enrich the community and maintain an atmosphere of harmony within the Committee.
- Will be responsible to work with the HOA staff to ensure access to the clubhouse is available for regular (or additional) committee meetings.
- Will be required to sign and adhere to the Access Policy.

- Contact membership, via email or phone, and provide date, time, location, and agendas for regular, and additional, business meetings.
- Update contact list as required, but at least annually in January of each year, and distribute it to HOA's General Manager and all committee members.
- Authorized to enforce all rules regarding the Chair position in Robert's Rules of Order.

**Vice-Chairperson:**

- In the absence of the Chair at meetings, the Vice-Chair will assume duties of the Chair and conduct the meeting.
- In the event the Chair must relinquish his or her position, the Vice-Chair will assume all duties of the Chair until a new Chair is assigned and/or elected.

**Secretary:**

- The principal duty of this officer is to keep the “minutes” or proceedings of the assembly. These minutes record what actions are taken, not necessarily what is said.
- The essentials of the minutes are:
  - The kind of meeting,
  - The time and place of meeting,
  - Attendees (Members and Guests)
  - A motion that is not withdrawn and whether it was adopted or rejected.
  - By whom it was offered, and who seconded the motion.
  - All other motions that were not lost or withdrawn.
  - Then the vote by ballot, or any other means, and counted by the number of votes on each side should be recorded.
- All regular meeting notes and additional meeting notes should be distributed within 72 hours of the meeting to all committee members for changes and/or approval along with a copy sent to the HOA Marketing Administrator.
- In the absence of the Chair and Vice-Chair, at meetings, the Secretary will assume duties of the Chair and conduct the meeting.

**Treasurer:**

- Give a monthly report to the committee, at the regular meetings, recapping the amounts budgeted for each event and any variances between what was budgeted and what was spent.

- Prepare a monthly financial report to be presented at the monthly Board of Directors meeting.
- Keep records of any gifts, prizes, and awards given to participants at committee events. These records should include, but is not limited to:
  1. What event the gift, prize, and/or award was given at.
  2. The recipient of the gift, prize and/or award.
  3. The address of the recipient.
  4. The amount, or the estimated amount, of any gift, prize and/or award given out during the event.

**Section 4.3 - Additional Positions**

*Note: additional positions are not required and may be committee specific as noted.*

- The Chair may designate any additional honorary positions as they deem appropriate. Honorary positions follow the term of the Chair.

**Section 4.4 - Committee Officer Terms**

- Chair            One (1) physical year – January through December
- Vice-Chair    One (1) physical year – January through December
- Secretary     One (1) physical year – January through December
- Treasurer     One (1) physical year – January through December
- Elections for all positions will be held at the regular monthly meeting in November.
- Exceptions to a one physical year term will be considered only due to unusual circumstances and must meet the approval of the Committee membership and the Savannah Board of Directors.
- A committee officer/ Board of Director member may not hold an office on another Savannah Committee.
- Family members of the Savannah Board of Directors may not hold an officer position on any other Savannah Committee.

**Section 4.5- Committee Officer Term Limits**

- To prevent burn-out and to allow other Association members to serve, the total time a member may serve as an officer at any position is three years.
- The total time a member may serve at any single position is limited to two years.

- After taking one year off from being a Committee Officer, all time limits noted above reset and Committee Member is again allowed to serve as a Committee Officer subject to term limits noted above. The Savannah Board of Directors may approve exceptions as needed. Partial terms do not count toward the term limits.

## Article V – Voting

### Section 5.1 - Methods of Voting

- A show of hands (raising the right hand), voice (yeas and nays) or ballot may be used. Majority rules.
- A written ballot will be used if two or more members volunteer to fill an open committee position. Majority rules.

### Section 5.2 - Voting Member Criteria

- Must be a current Savannah Member in good standing.
- Must be an active Committee Member, as defined above.

### Section 5.3 – Voting

- Before any committee business can be transacted, a quorum must be established. To determine quorum, first compute the average number of voting members present at the last two Committee meetings. Two-thirds of this average number will constitute a quorum necessary for conducting official business. If a quorum cannot be reached for a vote for two consecutive meetings, the Board of Directors will decide the issue.

**By way of example:** May’s meeting has 14 voting members. June’s meeting has 21 voting members. Quorum is  $(14+21)/2 = 17.5 * .6667 = 11.6$  (12 members).

- When a vote ends in a tie, the motion will not carry, and the committee should continue to discuss the topic until the tie can be broken by a new vote with a clear majority. If not an urgent matter, the committee may vote to table the topic and bring it up at a later meeting.

When taking a vote (by any method), only one vote is allowed per active member.

## Appendix A

### Committee Mission Statements

Savannah Committee	Mission Statement
<b>Architectural Standard Committee (ASC)</b>	Review member modification requests using the rules set forth in the Covenants, Conditions and Restrictions and Design Guidelines to protect the look of the community.
<b>Hospitality Committee</b>	Hospitality Committee plans and executes family friendly events which encourage fellowship within the community.
<b>Infrastructure Committee</b>	To monitor and report on maintenance issues impacting Savannah Amenities to ensure our community continues to look like a desirable place to live.
<b>Landscape Committee</b>	To work towards increased property values in the community by educating and encouraging owners in the community to keep their properties well maintained, through articles in newsletters and yard-of-the-month programs. To collaborate with the HOA management team to support and review all common areas in the community.
<b>Safety Committee</b>	The Safety Committee works to educate residents by hosting events such as National Night Out, CPR/First Aid Classes, and Safety Seminars. The Safety Committee volunteers to help reduce the cost of HOA events by assisting with HOA functions throughout the year.
<b>Social Committee</b>	The goal of the Social Committee is to plan and execute events that are fun, interesting and promote community involvement.

	These events will enhance our property values and provide a safe place where neighbors can meet and socialize.
<b>Teen Committee</b>	Organize exclusive teen events that allow Savannah teens to socialize freely in a controlled environment while having a good time.

## Appendix B

### Committee Sponsored Events Examples

Savannah Committee	Community Event
<b>Hospitality Committee</b>	New Homeowner Orientations Meet & Greet
<b>Landscape Committee</b>	Yard of the Season
<b>Safety Committee</b>	National Night Out
<b>Social Committee</b>	Easter Spring Yard Sale Summer Kick-Off Independence Day Celebration Adult Pool Party Fall Yard Sale Fall Fest Casino Night Savannah Holiday Party
<b>Teen Committee</b>	“End of School” Pool Party Movie Day “Back to School” Pool Party New Year’s Eve Party



## Miscellaneous Information

### How to Communicate in the Community

- **The Magnolia Times**
  - Savannah's own community E-newspaper & printed version.
- **Website**
  - **www.savannahca.com:**  
See event photos and sign up for events.
  - **http://texas.fsrconnect.com/savannah:**  
See password protected information like your HOA account details, track your violation history, submit a work order, etc.
- **eNews**

Residents of Savannah are encouraged to sign up and get their current email address included in our email blast database. It is a voluntary and extremely useful communication tool.

  - **Community eNews** go out once a week. If a committee or member of the community wishes to have information included in a blast, they may ask the HOA Manager to have it included in the upcoming Community News Blast. This request should be made a minimum of two days before the blast to ensure that the news item may be included.
  - **Urgent Blasts** go out as needed. In order to maintain the special and highly urgent nature of Urgent eNews, we try hard to keep these to a **minimum**.
  - Blasts are not to be used to advertise outside businesses.
- **Reminder Texts**
- **Committee Emails** - Committees are encouraged to sign up for Committee Email addresses and should monitor those regularly for questions or suggestions from the Savannah Community.

### Vendor Requirements

- Vendor Application
- Certificate of Insurance. "First Service Residential" needs to be listed as the certificate holder, with a million-dollar liability coverage.

- If you do not have worker's comp, we need a Worker's Comp waiver form.
- Completed W-9
- An invoice

## Document Change Tracking

Version	Date	Comment
1.4	1/02/2022	Initial tracked version
1.5	8/10/2023	Added Treasurer and Awards criteria; changed minimum meetings and quorum information. Fixed typos and formatting. Added Infrastructure Committee. Removed Sports Committee.