

## **GLEN ALLEN HOMEOWNERS ASSOCIATION, INC.**

### **COMMITTEE GUIDELINES**

- A. Authority
  - a. By-Laws, Article I, Section 9.  
The Board of Directors may by resolution provide for an executive committee for such other standing or special committees as it deems desirable, and discontinue the same at its pleasure. Each committee shall have such powers to perform such duties, not inconsistent with law, as may be assigned to it by the Board of Directors.
  - b. The President is an ex-officio member of all standing committees pursuant to By-Laws, Article III, Section 3.
- B. Guidelines
  - a. There should be a committee report made after each meeting held by the committee. This is authorized pursuant to By-Laws, Article I, Section 8
  - b. All votes made by the committee should be documented in the report.
  - c. The report should be reported to the Board pursuant to By-Laws, Article I, Section 8, at the monthly meetings.
  - d. All activities should be reported, which would include approval of architectural requests and details of any fundraising and the results of the fundraising event.
- C. All monetary requests should be made directly to the Board in writing.
- D. When it is time for the budget, a detailed budget proposal shall be submitted to the Board..
- E. Documentation, such as receipts, shall be given to the Board once expenditure has been made.