

**Valle Vista Management Association, Inc.**  
221 Westgate Circle, Santa Rosa, CA 95401  
707-545-5303

## **Ad Hoc Committee Formation Policy**

**June 4, 2019**

The A&B, Nominating Committee, Projects, Rules, and Emergency Preparedness Committees are Standing Committees as outlined in the Association Documents.

The following policy will apply to all Ad Hoc Committees.

All members of all Committees are appointed annually.

Committees will consist of 3 or 5 owners in good standing, at least one (1) of whom is not an Officer or Director. All Committees must have at least one (1) Officer or Director. It may not consist of more than two (2) Directors, nor can more than three (3) Committee members be Directors and Officers.

The formation of the Committee will be announced in a regularly scheduled Board meeting. The Board will ask for owners willing to serve on the Committee, who may sign up after the close of the meeting. Owners do not necessarily need to be in attendance at the Board meeting. They may volunteer by sending an email to [valle.vista@att.net](mailto:valle.vista@att.net) or writing to the Office.

The Board of Directors will determine the number of members to serve on the Committee and will appoint the Committee chairperson and members from the volunteers. The Board will appoint the persons whom they feel will best fulfill the objectives of the Committee. The appointment will take place at a regularly scheduled Board meeting.

**The Board of Directors gave final approved to this policy on August 6, 2019.**