



After Recording Return To:  
Timberlake Community Club  
2880 East Timberlake West Drive  
Shelton, WA 98584-7936

DOCUMENT TITLE:	Timberlake Community Club Resolution 2010-
REFERENCE NUMBERS OF RELATED DOCUMENTS:	N/A
GRANTOR:	<b>Timberlake Community Club</b>
GRANTEES:	Public - residents of the Timberlake Community
LEGAL DESCRIPTION:	Timberlake Divisions 1 – 13
ASSESSOR'S PROPERTY TAX PARCEL NO.	Division 1 – 20018-50-00001 thru 22018-50-09162 Division 2 – 22017-50-00001 thru 22017-50-00908 Division 3 – 22018-51-00001 thru 22018-51-00902 Division 4 – 22018-52-00001 thru 22018-52-00061 Division 5 – 22018-53-00001 thru 22018-53-00903 Division 6 – 22018-54-00001 thru 22018-54-00088 Division 7 – 22017-50-00001 thru 22017-50-00104 Division 8 – 22007-51-00001 thru 22007-51-90933 Division 9 – 22017-51-00001 thru 22017-51-00169 Division 10 – 22017-52-00001 thru 22017-52-00088 Division 11 – 22017-53-00001 thru 22017-53-00900 Division 12 – 22018-55-00001 thru 22018-55-00018 Division 13 – 22008-50-00001 thru 22008-50-00900

## TIMBERLAKE COMMUNITY CLUB

### RESOLUTION NO. 2010-03

### COMMITTEE GUIDELINES

#### I. INTRODUCTION

Article VI (Committees) of the Timberlake Bylaws says:

- A. **General.** Committees may be formed at any time by the Board of Directors for such purposes as it may deem necessary. The Board of Directors may delegate, pursuant to law, its authority to take action to any Committee that is composed entirely of Directors. Except for actions taken pursuant to properly delegated powers, the actions of any Committee shall be subject to the ratification or disapproval of the Board of Directors at its next meeting.
- B. **Election/Nominating Committee.** The President of the Board of Directors shall appoint, with the consent of the Board of Directors, a chairperson and other Members to an Elections/Nominating Committee. The Nominating Committee shall solicit and present candidates to serve on the Board of Directors, and for other positions, pursuant to procedures established by the Board. Any Association Member may also nominate any such candidate. The Election Committee will facilitate all elections and count all ballots.

These are general rules that apply to all Committees. Each Committee will be formed by a Resolution that applies to that Committee in particular. These can be general, ongoing Committees, or Committees that are formed for a specific purpose.

## II. RULES THAT APPLY TO ALL COMMITTEES

2.1 Each Committee will have a Chair appointed by the President of the Board of Directors with the advice and consent of the entire Board, for a period of one year. The Chair will be appointed in August of each year following the annual meeting and at the transition meeting between the outgoing and new Board. The Board consents, so long as not more than two-thirds (2/3) of the Board objects to any nomination. If the Board does not consent, the President will make another appointment, until the Board does consent. The Chair will appoint the remaining Members of the Committee, and from among these, a Vice-Chair and Secretary.

2.2 Each Committee will prepare a Statement of plans and goals for the Committee for the ensuing year for review and approval of the Board, to be presented to the Board at its final meeting before the regular annual Membership meeting. That Statement will include:

- a) a budget for income, expenses and reserves, if applicable;
- b) a discussion of short, medium and long range goals (less than one year, one to two years, more than two years);
- c) a review of the work of the Committee over the past year;
- d) recommendations for Board action in areas of interest to the Committee; and
- e) a summary of the Committee's successes, failures, and current issues and concerns.

The Board will consider each Committee Statement, and adopt each as presented or as amended by the Board in any particular.

The budget for income, expenses and reserves, if applicable, shall also be provided to the Board by the April meeting of each year so the Board can move forward in its process of providing a budget for the regular annual Membership meeting.

2.3 Agenda for monthly meetings should be structured to reflect requirements and events contained in the plans and goals, as well as the ongoing work of the Committee.

2.4 Each Committee Member will be expected to sign and comply with a Committee Member application form as provided. Applications shall be approved or disapproved by the Committee Chair, with the consent of the President, or a majority of the Board, and filed in the Timberlake office. Each Chairperson will be responsible for maintaining a current list of active Committee Members, filed in the Timberlake office.

2.5 A Committee Chair may remove a Member from a Committee at any time, either temporarily suspended or permanently removed, for conduct that is obstructive to the operation of the Committee or for failing to attend three consecutive meetings. Dissent is strongly encouraged, and is to be included in issue consideration. However, expression of points of view should not be allowed to go

beyond a clear explanation into such disruptive actions as loud arguing, personal remarks, table pounding, threats, and so on. A Committee Chair may also remove a Committee Member for any other reason, with the consent of the President of the Board or a majority of the Board. The Board may remove a Committee Chair at any time with a majority vote.

2.6 Each Committee *Chair*, with the cooperation and knowledge of the Vice-*Chair*, will be responsible for preparing and delivering to Committee Members an agenda for each meeting and will conduct each meeting in accordance with the agenda.

2.7 The Vice-*Chair* will preside in the *Chair*'s absence.

2.8 Each Committee Secretary will be responsible for taking minutes of each meeting to properly record discussions and actions taken or items agreed upon.

2.9 Committee Chairs are encouraged, and may be requested, to attend Board meetings.

2.10 All Committee Members should strive to complete action items accepted in a reasonable time frame and to notify the Chair of such action.

2.11 All Committee meetings will be conducted in accordance with rules set by the Committee Chair that are fair and reasonable. Formal rules are not required.

### **III. SEVERABILITY**

If any provision of this Resolution is found to be unlawful, the remainder shall not be affected.

### **IV. EFFECTIVE DATE OF RESOLUTION**

*This Resolution is effective* 8/3/2010.

THIS RESOLUTION was ratified by the Timberlake Community Club Board of Directors this 13<sup>th</sup> day of August, 2010.

  
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President, Board of Directors

  
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Secretary, Board of Directors