

# OCEANSIDE COMMUNITY ASSOCIATION

## UNIT ADVISORS COMMITTEE CHARTER

### **PURPOSE:**

To assist Oceanside Community Association (OCA) residents in making their concerns known to the Board of Directors (BOD) and the OCA Business Office; to gather information, compile results of surveys and report to BOD; and

To act as liaisons between the residents and the OCA business office communicating, in a non-confrontational manner, information pertinent to the operations and promotion of harmonious and safe living conditions within the community.

### **ORGANIZATION:**

1. The BOD President shall appoint one (1) Director to serve as liaison between the BOD and the Unit Advisors Committee (UAC).
2. The Chair or Co-Chairs, who must be a resident homeowner, shall be recommended by the UAC and approved by the BOD.
3. The UAC shall elect a secretary and additional officers as needed.
4. The UAC consists of one (1) or preferably two (2) advisors from each unit. Advisors may be resident owners or tenants.
5. The UAC members and the BOD will work together to recruit Unit Advisors to fill vacant positions.
6. The BOD shall approve new UAC members to serve at the pleasure of the BOD within 30 days following recommendation for approval by the UAC. The BOD will request resignation from UAs as appropriate.
7. Meetings will be held monthly on the second Wednesday of the month, or other such day as may be determined from time to time.
8. A quorum of eight (8) represented Units is required in order for the UAC to conduct official business. Each Unit will be represented by one (1) vote.

## **RESPONSIBILITIES OF CHAIRPERSONS AND SECRETARY:**

Chairpersons shall (a) preside over monthly UAC meetings using standard parliamentary procedure; (b) set meeting schedules and agendas; (c) assure that meeting minutes are prepared and submitted to the OCA Business Office and BOD for review and appropriate action; and (d) shall attend monthly BOD meetings or make arrangements for a UAC member to attend in the Chairperson's absence.

The Secretary shall keep an accurate roll of all members of the UAC and compile monthly minutes to submit to OCA Business Office within five (5) business days following the UAC meeting.

## **RESPONSIBILITIES OF THE UNIT ADVISORS:**

1. Attend the monthly UAC meeting. To receive an excused absence, UAs must notify a UAC Chairperson if they are unable to attend a meeting. After three (3) consecutive unexcused absences, a UA may be removed by majority vote of the UAs present at a UAC business meeting.
2. Know the Community Rules and Regulations.
3. Welcome newcomers to the community and provide materials to assist them in assimilating in to the community.
4. Encourage residents to report problems promptly to the OCA Business Office. Assist residents with questions concerning the community, advise them of the process for resolution and refer them to the management office as circumstances necessitate.
5. Monitor the general appearance and condition of their Units. Report safety hazards and issues that require immediate attention to the OCA Business office.
6. Perform a regular inspection of their Unit and submit a monthly report to the OCA Business Office.
7. Within their Units, distribute the monthly Hilltop Highlights, the annual OCA Phone Directory, and any other materials as requested by the BOD.
8. Complete other duties that may be assigned or recommended by the BOD and OCA Manager from time to time.
9. If a UA solicits residents with any non-BOD approved survey or petition, said UA must inform each resident approached, that the survey or petition is NOT BOD approved and they are not acting in the capacity of a Unit Advisor at the time.