

Bylaws

Fairway Villas Community Advisory Committee ("FV CAC")

(Ratified by Vote: 03-06-2021)

Mission Statement: The purpose of the FV CAC is threefold: (1) to serve as a liaison providing communication of community issues to the Ebert and Town Center Metropolitan Districts and other governing entities, (2) to provide feedback, information and updates to Fairway Villas ("FV") homeowners and residents regarding the committee activities and interactions with governing boards and other entities, and (3) to solicit feedback from the homeowners and residents regarding their issues and concerns.

Responsibilities and Limitations: The FV CAC serves as a non-governing, liaison and information gathering and sharing body, composed of FV resident volunteers.

- a) Each FV CAC member is encouraged to be an active participant in FV CAC meetings and work sessions, to participate in developing positions to present to community governing bodies and other entities and to share in workload requirements.
- b) The FV CAC shall establish mechanisms to gain an understanding of issues regarding the Clubhouse, Lodge and common areas (mailbox areas, parks, greenbelts, etc.) that concern the best interest of the community.
- c) Each FV CAC member is encouraged to attend the Ebert and Town Center Metropolitan Districts' board meetings to address FV residents' issues of concern.
- d) The FV CAC shall not be used to address the individual problems of the FV residents, nor shall it be used by FV CAC members as a vehicle to forward their own individual agendas.
- e) Nothing in these provisions should be construed as limiting the right, responsibility and ability of residents, as independent FV homeowners, to present their concerns directly to governing boards or other entities.

Voting Procedures on Community Issues: The FV CAC shall use the following procedure for amending the Bylaws or for other significant community-related issues:

- a) The FV CAC will post notice of an upcoming vote on mailbox bulletin boards and on Lodge and Clubhouse bulletin boards and will also be included in the weekly newsletter sent by the Facility Manager. Notices will include a description of the issue and the date by which ballots must be returned.
- b) Ballots will be emailed to each residence on the Facility Manager's distribution list. For residents not on the list, they may obtain a paper ballot from the Facility Manager. In both forms, the ballots must have a space for displaying the address of the voter. Ballots will describe how to respond as well as the ending date for submitting ballots.
- c) Completed ballots may be returned electronically or in paper form to the ballot box located in the Clubhouse. To be a valid ballot, it **must** include the address of the voter. Only one vote per residence address will be counted.
- d) A simple majority of ballots received will determine the results of the election.
- e) The FV CAC will post results of the election via email and on its website: www.fvcac.com.

Election of FV CAC Members:

- a) The FV CAC will consist of seven (7) resident homeowners. The FV CAC will make utmost efforts to ensure that candidates from both FV1 and FV2 are represented.
- b) Elections will be conducted in August of each year.
- c) Any FV resident homeowner may self-nominate or be nominated by a FV homeowner to be considered for election.
- d) At the meeting with residents immediately prior to the August election, candidates will introduce themselves and answer residents' questions. At that meeting, other resident homeowners may volunteer to be included in the upcoming election.
- e) Prior to the election, the FV CAC will distribute candidate-provided information via email and on its website.
- f) Election notices and voting shall take place as described above. Ballots will be counted by persons who are not running for election.
- g) If there are only the number running as there are available open seats on the Board, those running will be deemed to be elected to the Board and there will be no election.
- h) The terms for newly elected members begin September 1 following the election.
- i) The FV CAC shall select a Chair and a Recorder from among its members.

Term of FV CAC Members: FV CAC Members will generally be elected for two (2) year terms, subject to the following need to stagger terms. The FV CAC will structure its elections to stagger the terms of its members, so that following the election, no more than four (4) will be serving for two years and no more than four (4) will be serving for one year.

Term Limits: FV CAC Members will serve for no more than two consecutive full terms (4 years). Residents may serve again after being off the CAC for at least one year.

Replacing Vacancies: The FV CAC may appoint replacement members to fill any vacancies that arise between elections. These appointees will serve until the next election.

Meetings, Records and Communications:

- a) The FV CAC will hold working sessions among its members as often as needed.
- b) Four (4) members represent a quorum.
- c) The FV CAC shall hold meetings at least quarterly open to all FV residents to discuss community issues and to request feedback from residents.
- d) The FV CAC shall email notice of its meetings at least two weeks prior to the scheduled meeting, providing a date, time, location and agenda for the meeting. It will also post this information on the mailbox bulletin boards.
- e) The FV CAC will post minutes from its resident meetings on its website: www.fvcac.com.

Surveys: The FV CAC will conduct electronic surveys (no paper ballots required) of residents as needed to determine preferences for capital project spending and other significant policy issues, including requests from the District Manager.

Revisions: Upon any suggested changes to these Bylaws, members of the FV CAC shall vote on these suggestions. If members agree that changes are needed, the FV CAC will draft a revision to the Bylaws to present to residents for a vote. It will follow the voting procedures listed above. It will also post on its website the existing Bylaws, and the proposed Bylaws.