

**Bylaws
Fairway Villas (FV)
Community Advisory Committee (CAC)
(Ratified by Vote April 26, 2024)**

Mission Statement:

The purpose of the FV CAC is threefold:

- a) to serve as a liaison providing communication of community issues to the Ebert and Town Center Metropolitan Districts and other governing entities.
- b) to provide feedback, information, and updates to Fairway Villas (FV) homeowners and residents regarding the committee's activities and interactions with governing boards and other entities; and
- c) 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 body composed of FV resident volunteers.

- a) Each FV CAC member is expected to be an active participant in both the FV CAC community and work meeting.
Each FV CAC member shall make every effort not to miss Community Meetings and not more than 2 per year unless a leave is granted for health or family related reasons.
Each FV CAC member shall make every effort to not miss more than 2 consecutive Work Session Meetings and no more than 5 per year unless a leave is granted for health or family related reasons.
- b) FV CAC members are encouraged to participate in developing positions to share in the CAC's workload.
- c) The FV CAC shall establish mechanisms to gain an understanding of issues regarding the Clubhouse, Lodge, and common areas (mailbox areas, gardens, parks, greenbelts, etc.) that support the best interest of the community.
- d) Each FV CAC member is encouraged to attend the Ebert and Town Center Metropolitan District board meetings to address FV residents' issues of concern.

- e) The FV CAC shall not be used to address individual problems of FV residents, nor shall it be used by FV CAC members as a vehicle to forward their own individual agendas.
- f) 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.

Code of Conduct

The Code of Conduct establishes reasonable expectations of resident elected representatives of Fairway Villas.

Committee members shall:

- Limit their role to that which is in these Bylaws.
- Place the community's best interests ahead of their own.
- Perform their responsibilities with impartiality.
- Disclose any potential conflicts of interest.
- Ensure that community members have the opportunity to voice their opinions on committee matters.
- Accept and support CAC decisions derived from majority vote.
- Treat CAC members, Residents, FV Contractors, and FV Employees with respect and kindness in a professional, appropriate manor

Committee members shall not:

- Disclose privileged and confidential information (i.e. contract negotiations, private resident matters subject to CAC).
- Use their position for personal gain or to create an income stream for personal gain for themselves or others.
- Accept gifts from members of the community, suppliers, or contractors related to CAC Issues or Capital Spending.
- Misrepresent or conceal facts concerning the CAC.

- Threaten, intimidate, or harass any CAC member, homeowners, residents, FV contractor, or FV employee.
- Make any promises or inducements to a bidder or contractor not contained in any Request for Proposal (RFP) or covered by the scope of work contained within any executed contract.

Member Code of Conduct Violations:

- a) Any member in violation should resign their position on the CAC.
- b) In the event a member chooses not to resign; a vote of “no confidence” will be taken.
- c) Should a majority of CAC members vote in favor of the “no confidence”, it will be put before the community for a vote at the next community meeting.
- d) Should the community vote to remove the member, the CAC will appoint an interim replacement member prior to the next CAC Community Meeting.

Voting Procedures on Community Issues:

The FV CAC shall use the following procedure for amending any community-related documents (i.e. Bylaws, Resident Handbook, etc.). NOTE: The FV CAC can only solicit recommended changes to the Resident Handbook. These solicited and recommended changes shall go through a resident survey and the results of the survey will require TCMD approval prior to any changes to the Resident Handbook.

- a) The FV Lifestyle Manager will post notice of an upcoming vote on mailbox bulletin boards, the facility bulletin boards, in the weekly FV Newsletter, and will also send a notification, using the FV Management Company’s current property owner list, to the primary property owner.
- b) The FV Lifestyle Manager will issue a link for voting via email, sending one email to the primary homeowner, include a notice of the election in the weekly FV Newsletter, and will provide a paper ballot to those unable to vote electronically. Notices will include a description of the issue and the date by which ballots must be returned.
- c) Completed ballots may be returned electronically, or in paper form to the ballot box located in the Clubhouse or Lodge. To be a valid ballot, the ballot must include the address of the voter. Only one vote per address will be counted. If more than one ballot is received from the same address, all ballots will be voided.

- d) A simple majority of all valid ballots submitted will determine the results of the vote.
- e) The FV Lifestyle Manager will communicate the election results using the FV management company's current email list and post it on their website. The FV CAC will also post the results on the FV CAC website.

Voting Procedures at CAC Meetings:

A simple majority of written or verbal votes received from the CAC members in attendance will determine the results of the vote.

CAC Bylaw Revisions:

Any suggested changes to the Bylaws, received by the FV CAC will be voted on. If the FV CAC agrees that changes are needed, the FV CAC will draft a revision to the Bylaws to present to residents for a vote. The proposed revisions will be posted on the CAC website and the *FV* management company's website along with the existing Bylaws, prior to any community vote.

Election of FV CAC Members:

- a) The FV CAC will consist of seven (7) resident homeowners.
 - The resident must be in good standing in the community.
 - Residents of the same household cannot serve on the CAC at the same time.
 - A resident is not eligible to serve on the CAC if they are a board member of TCMD or EMD.
- b) Elections will be conducted in August of each year.
- c) Any FV resident homeowner may self-nominate or be nominated by an FV homeowner to be considered for election.
- d) At the meeting with residents immediately before 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 Lifestyle Manager will distribute candidate-provided information via email and post it on the FV management company's website. The CAC will also post the information on the FV CAC website.
- f) Election notices and voting shall take place as described above. Ballots will be counted by persons not running for election.

- g) If the number of candidates is equal to or less than the number of open Board seats, those candidates will be deemed elected to the Board and no election will take place.
- h) The term for newly elected members will begin on September 1 following the election.
- i) The FV CAC shall select a Chairperson, Vice Chairperson, and Recorder among its 7 members.

The FV CAC will determine the role of each FV CAC member to assure sharing of responsibilities and duties. The FV CAC will utilize the established CAC Process and Procedure documents to assist in performing their assigned roles. A private CAC website repository will contain processes, procedures, a meeting calendar, assigned roles chart, work session meeting notes, etc. Only FV CAC members will have access to the private website.

Term of FV CAC Members:

FV CAC Members will be elected for two (2) year terms, subject to the need for staggered 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 two years.

Replacing Vacancies:

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

Meetings, Records and Communications:

- a) The FV CAC will conduct work session 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 send an email notice of Community Meetings at least two weeks prior to the scheduled meeting, providing a date, time, and location for the meeting.
- e) The FV CAC shall send an email of the agenda and Zoom link for the Community Meeting, no later than two days before the community meeting. The agenda and Zoom link shall also be provided to the FV Lifestyle Manager for inclusion in the weekly FV Newsletter.
- f) The FV CAC will post a link to the Zoom recording from the resident community meetings no later than 2 days after the community meeting on its website: www.fvcac.com.
- g) The FV CAC will post the minutes from Resident Community Meetings no later than 2 weeks after the Community Meeting on its website: www.fvcac.com.

Surveys:

The Subdistrict Manager and/or Lifestyle Manager will conduct electronic surveys of residents as needed to determine preferences for capital project spending and other significant policy issues.