

**Bylaws of the Fairway Villas Community
Advisory Committee (FV CAC)
(Ratified by Vote: March XX, 2024)**

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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 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, information gathering, and body composed of FV resident volunteers.

- a) Each FV CAC member is ~~expected~~ ~~encouraged~~ to be an active participant in FV CAC community and work sessions meetings.
 - Each FV CAC member shall make every effort not to miss more than one consecutive Community Meeting and no more than 2 per year; unless, a leave is required for health or family related incidents.
 - Each FV CAC member shall make every effort not to miss more than 2 consecutive Work Session Meetings and no more than 5 per year; unless, a leave is required for health or family related incidents.
- b) Each FV CAC member is encouraged to participate in developing positions to present to community governing bodies and other entities and to share in workload requirements.
- 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.

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- e) 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.
- 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 the Fairway Villas.

Committee members shall:

- a) Limit their influence to that which is in these Bylaws.
- b) Place the community's best interests ahead of their own.
- c) Perform their responsibilities with impartiality.
- d) Disclose any potential conflicts of interest.
- e) Ensure that community members have the opportunity to voice their opinions on committee matters.
- f) Accept and support CAC decisions derived from majority vote.

Committee members shall not:

- a) Disclose privileged and confidential information (i.e. contract negotiations; private resident matters subject to CAC review and consideration) to 3rd parties.
- b) Use their position for personal gain or to create an income stream for personal gain for themselves or others.
- c) Accept gifts from members of the community, suppliers, or contractors.
- d) Misrepresent or conceal facts concerning the CAC.

- e) Threaten, intimidate, or harass any CAC members, homeowners, residents, FV contractors, or FV employees.
- f) Make any promises or inducement to a bidder or contractor not contained in any RFP or covered by the scope of work contained within any executed contract.

Voting Procedures on Community Issues:

The FV CAC shall use the following procedure for amending any significant community-related documents (i.e. Resident Handbook, CAC Bylaws).

- 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 an email notification, using the CAC email list *(or should this be TownSq. List?)*, to the primary property owner.
- b) The FV Lifestyle Manager will issue the link for voting via email, sending one email to the primary home owner, including in the weekly FV newsletter, and will provide 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 and/or Lodge. **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 (51%) of all valid electronic or paper ballots submitted by residents will determine the results of the vote.
- e) The FV CAC will post results of the vote via email and on its website: <https://www.fvcac.com/>

Voting Procedures at CAC Meetings:

A simple majority (51%) of written or verbal votes received from the present CAC members will determine the results of the vote.

CAC Bylaw 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 also be posted on the CAC website with existing Bylaws, and the proposed Bylaws prior to any vote on changes to the Bylaws.

Election of FV CAC Members:

- a) The FV CAC will consist of seven (7) resident homeowners. The FV.
 - Resident must be in good standing in the community.
 - Residents of the same household cannot serve on the CAC at the same time.
 - Resident cannot serve on the CAC if they are a board member on 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 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 post it on the CAC 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 Chairperson, **Vice Chairperson** (*V.C. was a Murray thing and we never voted on whether this was needed or not. Lloyd is the first Vice Chair (is this role needed? In the past the Chair would ask & delegate to another CAC member, as they saw fit, when they were going to be absent (example Amani as spokesperson, and Becky to facilitate work session meetings. We Need to discuss and vote on), Recorder, and Communications Administrator (should this be broken down into Website Admin, Resident List Admin, & Media Admin? We Need to discuss and vote on)* among its 7 members.
- j) The FV CAC determine the responsibilities of FV CAC members shall refer to the CAC Roles Chart that includes a backup member for each responsibility.
- k) The FV CAC will utilize established CAC Process and Procedure documents to assist in conducting assigned responsibilities.

Term of FV CAC Members:

FV CAC Members will 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 as interim members until the next election.

Meetings, Records and Communications:

- a) The FV CAC will conduct work sessions 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 send an email notice of community meetings at least two week 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 sent to the FV Lifestyle Manager to include in the weekly FV Newsletter.
- f) The FV CAC will post the video recording from its 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 its resident community meetings no later than 2 weeks after the community meeting on its website: www.fvcac.com.

Surveys:

The ~~FV CAC~~ Subdistrict Manager and/or Lifestyle Manager will conduct electronic surveys (no paper ballots required) of residents as needed to determine preferences for capital project spending and other

significant policy issues. To include, requests from the Subdistrict Manager, Lifestyle Manager, or other Sub-committees as deemed necessary by the CAC members.