

# **Roles & Responsibilities of MCA Committees**

## **How MCA Committees Are Created**

MCA committees are created in several ways:

- There are standing committees that are defined specifically in the legal and duly recorded MCA governing documents. These kinds of committees are required to exist until such a time the governing documents are legally amended to remove any of them.
- There are standing committees that are sanctioned and defined by the MCA Board of Directors. These kinds of committees can be created and/or disposed of at the will of the MCA Board.
- There are ad-hoc committees that are sanctioned and defined by the MCA Board of Directors. These kinds of committees have a defined goal/mission to accomplish and, therefore, have a limited duration of existence. Once the defined goal/mission is accomplished the ad hoc committee dissolves.

When the MCA Board creates any committee, standing or ad hoc, it must create in writing a mission statement for the committee that describes the committee's purpose, boundaries, constraints, and, in the case of ad hoc committees, the criteria that must be met for disbandment. The MCA Board approves the chair for each MCA sanctioned committee.

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## **Standing Committees Defined in MCA Governing Documents**

### **Audit Committee (AC)**

1. ★ The AC shall mean and refer to that standing committee of MCA responsible for periodic, at least annually, audit of the financial records, all financial transactions and related activities.
2. ★ The AC shall consist of three (3) or more representatives from residential and non-residential Member Associations who shall be named by the MCA Board and who shall hold office at the pleasure of the MCA Board. Committee members shall be proficient in and have experience with accounting and audit matters, and have no other affiliations with MCA financial matters.
3. ★ The AC shall periodically review all MCA accounting and other MCA records and files to report to the MCA Board as to whether they meet legal and regulatory requirements.
4. ★ The AC shall periodically review MCA insurance coverages to insure such coverages adequately protect all MCA interests.
5. ★ The AC shall submit an annual audit report to the MCA reporting the scope of audit activities, the findings resulting from such audits, and recommendations.

### **Design Advisory Board (DAB)**

1. ★ The DAB shall mean and refer to the standing committee of MCA created to administer and perform the architectural and landscape review control functions of MCA as well as establishing and enforcing criteria for the construction of building and landscape improvements within MCA property.
2. ★ The DAB shall consist of three (3) or more representatives from both residential and non-residential Member Associations who shall be named by the MCA Board and who shall hold office at the pleasure of the MCA Board.
3. The DAB reviews all suggested capital improvement projects and determines if the project is worthy of Board consideration and approval. All suggested capital improvement projects, whether initiated by a property owner, a member POA, or by a MCA committee, are to be submitted in writing and shall include at a minimum:
  - A description of the project (include drawings if possible)

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- Best guess of estimated costs which are to include initial implementation costs and on-going maintenance costs (supplies, effort and/or labor to maintain required databases, preventative maintenance plan, etc.)
- Names of the project team member(s) who will be overseeing the project from planning through implementation so that an ad hoc committee can be created should this project be approved by the MCA Board.

## **Documents Committee (DOC)**

1. ★ The DOC shall mean and refer to the standing committee of MCA responsible for the maintenance of the Declaration of the Covenants, Conditions, Restrictions and Easements, By Laws, Articles of Incorporation and other documents in a condition reflecting the current needs of MCA. The DOC shall make recommendations to the MCA Board and the Member Association representatives for changes to the above documents.
2. ★ The DOC shall consist of three (3) or more representatives from both residential and non-residential Member Associations who shall be named by the MCA Board and who shall hold office at the pleasure of the Board.

## **Finance Committee (FC)**

1. ★ The FC shall mean and refer to that standing committee of MCA responsible for the monitoring of the financial well-being of MCA.
2. ★ The FC shall consist of five (5) or more representatives from both residential and non-residential Member Associations who shall be named by the MCA Board and who shall hold office at the pleasure of the MCA Board. In the event that fewer than five (5) representatives are willing to volunteer for service on the FC, the MCA Board shall appoint such number of members to the FC as are willing to serve.

**Long Range Planning Committee (LRPC)** *Combined with the Finance Committee as these responsibilities are carried out by members of the Finance Committee.*

1. ★ The LRPC shall mean and refer to that standing committee of MCA responsible for the identification of future community goals as well as formulation of the plans for achieving said objectives and will develop a long-range financial plan.
2. ★ The LRPC shall consist of three (3) or more representatives from both residential and non-residential Member Associations who shall be named by the MCA Board and who shall hold office at the pleasure of the MCA Board. I
3. ★ The long-range financial plan shall include projections for operational expenses and the reserves required for new or replacement capital items and deferred maintenance expenses.

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## **Standing Committees Authorized by the Board of Directors**

### **Christmas Decorating Committee (CD)**

1. Ensure that Christmas decorations placed on MCA grounds meet Florida statute requirements.
2. Replace decorations that are unsafe or are too worn.
3. Ensure decorations are placed reasonably close to Thanksgiving and removed by the first week of January.
4. Ensure that decorations are stored so that they are kept safe but not interfering with others who may share the same storage space.

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## **Fining Committee (Fining)**

*Need roles & responsibilities defined for this committee.*

## **Landscape Committee (LC)**

1. The LC shall mean and refer to the standing committee of MCA created to provide suggestions and feedback on the community landscape plans and issues.
2. The LC shall consist of any number of volunteers that may come from both residential and non-residential Member Associations. The membership of the LC shall be approved by the MCA Board and can be appointed anytime during the calendar year as necessary to maintain a compliment of members.
3. Duties and responsibilities of the LC members include: attending scheduled landscape meetings; - participating in walk around inspections; monitoring completion by contractor of tasks identified in monthly inspections; reviewing and recommending landscape improvement/projects to the Board; providing feedback to the landscaper on selected plants, shrub slope and ground cover elements; providing written quarterly contractor performance reports to the Board and the Property Manager; reviewing property owner complaints or requests regarding landscaping of MCA common areas and report back to the Board

## **Maintenance Committee (MC)**

4. The MC shall mean and refer to the standing committee of MCA created to identify and prioritize repairs or parts replacement of current assets within the constraints of the current Board approved annual budget. Maintenance means to restore the condition of a current asset to a specific standard that prevents any deterioration beyond what is normal in the life span of the asset. The MC's goal is to protect existing assets so that they can function as designed until they have reached their expected useful life.
5. The MC shall consist of any number of volunteers that may come from both residential and non-residential Member Associations. The chair of the MC shall be named by the MCA Board and shall hold office at the pleasure of the MCA Board.
6. While performing its responsibilities, the MC may identify suggested capital improvement projects which are submitted to the DAB for consideration.

## **News & Views Committee (NV)**

1. The NV shall mean and refer to the standing committee of MCA created to plan, publish, and distribute a hardcopy bi-monthly newsletter within the constraints of the current Board approved annual budget.
2. The NV shall consist of any number volunteers that may come from both residential and non-residential Member Associations. The editor of the NV shall be named by the MCA Board and shall hold office at the pleasure of the MCA Board.
3. The NV editor shall assure that MCA Board policies regarding media content are abided.

## **Preservation Committee (PC)**

1. The PC shall mean and refer to the standing committee of MCA created to identify and give recommendations to MCA Board on how to minimize the visual, physical, and potential economic impacts to property owners from current & future projects on the perimeter of the Meadowcrest community. This committee shall seek to have a productive dialogue and positive business posture with current and future developers toward amicable compromises regarding landscaping plans and buffers, safety issues, privacy and adherence to established community standards. The PC shall develop future goals and recommendations for MCA to "revitalize" the overall image & infrastructure of Meadowcrest to cultivate a resilient and thriving neighborhood, committed to preserving the value and integrity of this community.

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2. The PC shall consist of any number of volunteers that may come from the POAs. The chair of the PC shall be named by the MCA Board and shall hold office at the pleasure of the MCA Board.

### **Road Committee (RC)**

- 1) *Effectively manage traffic (speed, usage, traffic rule obedience) in the Meadowcrest community on MCA-owned roadways (N Meadowcrest Blvd, N Meeting Tree Blvd)*
- 2) *Effectively limit access to N MacVicar Road*
- 3) *Analysis and re-evaluation of financial contribution by POAs to the common roadways, based on usage, and/or,*  
*Proposals may include but are not limited to the installation of traffic calming devices, speed detection devices, and/or gating of private road(s) in the Meadowcrest community to:*
  - *Reduce wear and tear and future maintenance costs of the MCA-owned roadways by the public and invitees of all the Owners.*
  - *Increase safety of all persons who utilize the MCA-owned roadways to access their homes and/or businesses; and/or,*
  - *Restrict access to the MCA-owned limited roadway (MacVicar Blvd) to residential owners, guests, and authorized service providers.*
- 4) *All proposals shall be reviewed by legal counsel prior to submission to ensure compliance with state and local statutes and MCA governing documents.*

### **Social Committee (SC)**

1. The SC shall mean and refer to the standing committee of MCA created to plan and execute social events for the pleasure of MCA residents within the constraints of the current Board approved annual budget.
2. The SC shall consist of any number of volunteers that may come from the residential POAs. The chair of the SC shall be named by the MCA Board and shall hold office at the pleasure of the MCA Board.
3. The SC chair shall assure that MCA Board policies regarding the use of MCA-owned facilities are abided.

### **Spectrum Committee**

1. The Spectrum Committee of the Meadowcrest Community Association (MCA) is comprised of volunteer community members who assist the Board of Directors (BOD) in providing suggestions and feedback on the community Spectrum Contract to the MCA Board.
  2. Appointment: Membership on the committee is strictly by invitation from the committee to be approved by the MCA Board of Directors.
  3. Term: Spectrum Committee members serve at the pleasure of the BOD.
  4. Duties: Act as relationship management and single point of contact between the MCA BOD and Spectrum for a period of 18 months for the purpose of resolving historical billing issues as well as leading negotiations for contract renewal.
  5. Requirements: Willingness to meet as a committee on a regular basis to review and provide suggestions to assist the MCA BOD with past, present and future Spectrum Contract matters.
  6. Committee Members: Ron Henderson – Chairperson and Scott Crowell
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# **Roles & Responsibilities of MCA Committees**

## ***Amendment Log of This Document***

<b>Version #</b>	<b>Date Approved By MCA Board</b>	<b>Description of Amendment</b>
1.0	2/15/23	Original document
1.1	10/10/23	Removed Traffic Safety Committee as a standing committee and added Road Committee as an ad hoc committee (Addendum A)
1.2	1/17/24	Reversed decision – Road Committee is a standing committee
1.3	8/21/24	Added information for Landscape Committee and Preservation Committee
1.4	11/20/24	Added information for Spectrum Committee

**END OF DOCUMENT**