

MORNINGSIDE: APPROPRIATIONS COMMITTEE (AC)

FORMATION: One sentence Mission Statement describing the Committee's "purpose for being".

Enhance the Community Clubhouse, Outdoor Pool and Recreational Areas throughout the Morningside campus, in response to requests submitted by Morningside residents.

COMPOSITION: Five (5) to Seven (7) members: Volunteers, determined by interest in serving.

- The Committee will consist of no less than five (5) or more than seven (7) members.
- Residents may volunteer by submitting their names to the current Appropriations Committee (AC) during the month of October.
- All candidates submitted will be given to the Appropriation Committee's Recording Secretary, who will prepare a ballot for submission to all current Committee members.
- Candidates with the highest vote total will be the new AC members for the coming year.
- New Committee members will elect a Chairperson and Recording Secretary at their first meeting in January.

DUTIES & RESPONSIBILITIES: List all that are consistent with the Committee's "purpose for being".

- The AC will meet on a monthly basis to review all requests listed in the AC Blue Book in the Clubhouse, or by email on the Morningside website. Each request must meet the following guidelines:
 1. Purchase must benefit the majority of residents.
 2. The purchase(s) are not to exceed the unused balance in the Morningside Homeowner's Association budget line item for the Appropriations Committee.
 3. Expenditures are for the improvements and/or enhancements of the Community Clubhouse, Outdoor Pool and Recreational Areas, in general.
 4. Maintenance items are not to be included.
- All items requested shall be properly researched to confirm adequacy for the intended use. Attributes of cost, quality (commercial grade or better), reliability, and serviceability should be considered.
- For any item requested and approved for purchase that requires installation, the AC is to include installation in their evaluation and presentation of overall cost of the purchase.
- Each month, the receipts for purchases made by the AC will be presented to the Management Company for reimbursement. All money spent for items will be debited to the Morningside Appropriations Committee budget line item. Activity in, and current balance of this account will be reported each month at the BOD Meeting.

LIMITATIONS: Identify the boundaries of the duties, responsibilities and functions of the Committee.

- The BOD will set a minimum of \$10,000.00 as budget line item in the Morningside Homeowner's Association Annual Budget to be utilized by the AC, beginning in 2017 and for each year thereafter.
- All requests under \$300 will be handled by the AC without Morningside Homeowner's Association Board of Directors (BOD) approval. The AC will be limited to total purchases of \$300 each month, without BOD approval, which could be for a single item or numerous items. The AC will review the information, and by simple majority either approve or disapprove each purchase.
- Any purchase request exceeding \$300 for a single item will be forwarded to the BOD with a recommendation for consideration. The BOD will then determine whether to approve or disapprove the purchase request.

TERM LIMITS: Establish term limits of members, and the term limit of Committee (if applicable).

All elected members of the AC will have a term limit of one year beginning each January. However sitting members may submit their name for subsequent elections. Members should be encouraged to serve no more than three (3) consecutive terms at a time, allowing one year off before resubmitting their name for consideration.