

REQUEST FOR ACTION

Subject	Executive Committee			
Preparer	Howard Kam, Jr.	AOUO Title	Secretary	
Date	May 25, 2017	For Board	x	Action
				Info

EXECUTIVE SUMMARY

Purpose

The purpose of an executive committee is to: (1) assist the President in fulfilling the day-to-day management and administration of the Association pursuant to the governing documents and board directives; (2) assist the President review the major issues the Association faces, provide council and assist him/her in making preliminary decisions for discussion, as the President deems appropriate, and voting at the next full board meeting; (3) act as a steering committee between board meetings. It is envisioned that the executive committee would consist of the officers of the Association and committee chairs (as the President deems appropriate).

Advantages of an Executive Committee

The President can rely on the executive committee to vet matters that are highly confidential or aren't ready for formal, full-board deliberations. It's often easier for smaller executive boards to get together on an emergency or unplanned basis, than in a larger board, where most of the work is done in smaller committees. Executive committees handle routine matters that would otherwise take up the full board's limited time. In time, also enable the board to schedule board meeting at intervals longer than a month. Enables the President with the means to ensure that the officers and chairs are able to clearly and concisely present their reports at the next the board meetings.

Disadvantages of an Executive Committee

Executive committees can become too powerful and elitist, creating a distinct disadvantage to the rest of the board. However, the board has the authority and ability to prevent this potential disadvantage from occurring.

RECOMMENDATION

Recommend that the Board establish an Executive Committee consisting of the Association's officers and, as the President deems appropriate, committee chairs to (1) assist the President in fulfilling the day-to-day management and administration of the Association pursuant to the governing documents and board directives; (2) assist the President review the major issues the Association faces, provide council and assist him/her in making preliminary decisions for discussion, as the President deems appropriate, and voting at the next full board meeting; (3) act as a steering committee between board meetings.

RATIONALE

The Association is a new 455 unit condominium association consisting of 397 Tower units, 50 Loft units and 4 Commercial units with three separate subsidiary accounts and budgets(?).

For the reasons mentioned above, the Executive Committee will serve to assist the President in efficiently and effectively fulfilling the duties of that office and assist the board in overseeing that its policies and directives are being fulfilled as intended.

Exhibits (If applicable)	Index	Title
	A	N/A
	B	

FOR BOARD USE ONLY

CERTIFICATE OF BOARD ACTION

X	Approved		Declined		Noted		Returned		Deferred		Withdrawn
---	----------	--	----------	--	-------	--	----------	--	----------	--	-----------

Stipulations

None.

Coordinating Instructions

None.

Distribution Instructions

None.

Recording Secretary	Howard Kam	Action Date	5/25/17	RFA No.	007-2017
---------------------	------------	-------------	---------	---------	----------