

# LIONS HEAD SOUTH ASSOCIATION, INC.

February 2, 12026 – Approved February 9, 2026

## Standing Committee Guidelines

**Present:** P. Krause L. Bruzaitis B. Skelly  
T. Behrens S. Maza M. Voto  
B. Strothmann

**Also, Present:** J. Cinosky, Treasurer  
L. Kolesa, Administrator

**Absent:** N/A

The open meeting was called to order by P. Krause, President at 9:05 A.M.

### **Actions Taken – Committee Packet Review:**

#### **Responsibilities of Committee Chairs & Trustee Liaisons**

- No Committee Chair shall take any independent action on any association matter without prior approval of BOT Liaison this includes contact of vendor/contractor.

#### **Committee Chair Responsibilities**

- Agendas
- Committee Meeting Scheduling
- Annual Committee Budget if applicable.
- Committee member assignments
- Committee minutes
  - Must be submitted to the administrative office for copying and board distribution one week prior to scheduled Standing Committee Meeting.
  - Committee minutes to be reviewed by BOT for approval at Standing Committee Meeting.
  - Minutes that are not submitted prior will not be accepted therefore, not approved and cannot be posted until approval is received.
  - Minute discrepancies and/or concerns will be discussed at Standing Committee Meeting

#### **Committee Members:**

- Must attend meetings.
- Must participate as required by the Committee Chairperson.
- Can be removed from the committee if member does not follow as instructed by the Committee Chair.
- No member shall take any independent action on any association matter without prior approval of the Committee Chair and BOT Liaison this includes contact of vendor/contractor/ and meeting scheduling.

### Board of Trustee Liaison:

#### BOT – Liaison & Alternate

- Liaison – Does not Run Meetings – A BOT Liaison or Alternate must be present to hold meeting. If not present – Meeting to be recorded as open discussion Only– No Voting or Motions may take place.
- To confirm information provided by chair is correct.
- If mis-informed – Liaison must instruct accordingly at the time of the meeting.
- If Liaison does not have information – information to be obtained and committee updated/advised accordingly.
- Liaison to report/update board members as needed.
- No Trustee shall take any independent action on any association matter without prior approval of the majority of the Board of Trustees
- Liaison to update board member of committee chair or member request for vendor/contact contact.

### 2026 Meeting Schedules:

- 2026 scheduling of Board of Trustee, Standing Committee, Resident Informational, and New Resident Meetings.

### Introduction to Robert's Rules of Order:

- Description of:
  - Motions
  - Types of Motions
  - Presenting a Motion
  - Voting on a Motion
  - Proper Use of Motions

### Committee Function/Policies:

- Policies, Rules & Regulations and Architectural Regulations are currently being reviewed for revisions.
- Revised copies will be distributed upon completion.
- Committee Members/Residents will be notified of scheduling for distribution.

### Committee Minutes/Robo Calls:

- Request for committee Robo calls must be submitted to the board president for approval.
- Requests must be submitted no later Thursday of the current week.
- Approved requests will be submitted to the administrative office for scheduling of calls.

### Fund Accounting:

- Description of:
  - Funding Accounting
  - Operating Fund
  - Deferred Maintenance
  - Capital Improvement Fund
  - Replacement Fund

Guidelines for Allocation/Approved Capital Replacement:

- A Request for Disbursement Voucher must be completed by Committee Chair and signed by BOT Liaison for release of funding. This includes pre-approved budget and capital expenditures.
- Committees having monthly operating billing/invoicing – Chairs will be required to review and sign disbursement vouchers.
- Committee chairs and Board Liaisons will be notified by the administrative office of scheduling for review and signatures.

Guidelines for Obtaining Bids:

- Review for obtaining bids.
- Committees may request bids only after receiving board approval.
- Contractor contact must be through committee chair only after receiving board approval.

LHSA/LHCC- Request for Disbursement Vouchers:

- To be completed for reimbursement of funds for purchase of items not billed through the administrator office.
- Purchases must be committee approved and signed by the Committee Chair and Board of Trustee Liaison.

Budget Preparation – September/October:

- Prepared by the administrator.
- On or about September 1<sup>st</sup>, Committee Chairs will be provided with; Annual Committee Budget & Capital Requests Forms, previous operating expenses and capital expenditures.
- Committee Chair will meet with the administrator to review previous operating expenses and prepare requests for the upcoming expenditures.
- Packets must be completed, reviewed by the committee and returned to administrator prior to November 1<sup>st</sup> of the current year.
- Administrator to submit to the F & I Committee by November 1<sup>st</sup> of the current year.
- F& I Committee will review the committee requests and present recommendations to the Board of Trustees for final approval.
- Committee Chairs will receive copy of the approved committee budget at 1<sup>st</sup> Standing Committee Guidelines Meeting.

2026 Fine & Fee Schedule:

Reflects current fees:

- Administrative
- Resale – Buyer/Seller
- Rentals
- RV
- Architectural

2027 Scheduling - Standing Committee Guidelines:

- Meeting to be scheduled 1<sup>st</sup> open board meeting to allow committee chairs to prepare for committee meetings.
- Tentative January 11, 2027.

Motion made by B. Skelly, seconded by B. Strothmann to adjourn the open meeting at 9:22 A. M. **MOTION APPROVED: 6-0**

The next meeting will be on February 9, 2026 at 9:00 A.M.

Submitted by,

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L. Kolesa, Administrator