

SUCCESSFUL COMMITTEES IN A HOA

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Attending Committee meetings can be very painful - especially those dysfunctional Committee meetings that are all talk and no action. The worst is probably the Chairperson who prefers the sound of his own voice for hours and hours, and does not have much interest in the opinions and views of the other dedicated Committee members.

I have attended, participated and chaired my fair share of various Committee meetings over the last 30 years, and it is unsurprising how often we try to complicate and overanalyse the workings of a Committee. Spending a bit of time and energy on creating guidelines and agendas for the successful functioning of a Committee in an HOA will go a long way to improve the success of a Homeowners Association. The M100 course: The Essentials for Community Association Management by CAI, dedicates a full session on the roles, functions and guidelines for successful Committees.

For a Committee to function successfully within an HOA, Committees should focus on the following points that will go a long way in assisting them to be successful: A clear mandate, in writing, from the Board of Directors to the Committee and the Committee members should be reminded on a regular basis of this mandate. A resolution adopted by the Board of Directors appointing the Committee members, and their names should be published the HOA members in the beginning of the Committees tenure.

A Committee should consist of the Portfolio Director, the Estate Manager (Community Association Manager), the responsible line Manager, support staff, a minute taker, the Expert/Consultant in the field, the Service provider and Community members or volunteers. Healthy and robust



debate should be allowed to reach consensus and forward the various options to the Directors in order to apply their minds and make informed decisions for the benefit of the Community that they serve. Minutes, with an action list, should circulate within 24 hours after the meeting. These minutes should also be sent to the Directors and the HOA members on a regular basis.

Committees should also act as a breeding ground for future Directors and development staff at various levels, to ensure continuity and the transfer of knowledge. Experts/Consultants should depart their knowledge DURING Committee meetings and use the opportunity to educate the staff and Service providers at the Committee meetings. Committee meetings are the engine room of a successful HOA.

Combining Committee meetings on a regular basis should also be considered, as it could provide a platform for the various Committees to share knowledge and deliberate on the various options, before an informed decision is made. And most importantly, do not forget to thank the Committee members for their hard work by treating them to a game of golf, a meeting in an off-site coffee shop, a voucher that can be redeemed at the Clubhouse restaurant, or maybe even a data voucher. These gestures will go a long way in recognising the hard work and participation of Committee members.