

**MYRTLE TRACE CONDOMINIUM ASSOCIATION, INC.**  
**213 Southampton Drive**  
**Venice, Florida 34293**

**ADMINISTRATIVE COMMITTEE**

**Purpose:**

The purpose of the Administrative Committee is to assist the Board in improving the efficiency and effectiveness of the Administrative processes and procedures used by the Myrtle Trace Condominium Association.

The purpose of developing official policies, procedures and forms for the Association is:

1. To insure that Association processes and procedures are in compliance with Florida law and with the governing documents of the Association.
2. To provide consistency in how the Association functions.
3. To provide transparency regarding Association processes and procedures.

The following guidelines will be used in writing all policies, procedures and forms for the Association:

1. Documents will not be written with a particular person, entity or situation in mind.
2. Documents will not contain specific names, addresses, phone numbers or email addresses other than those for the Association.

**Structure:**

The committee shall not exceed 5 core members. The Board shall appoint the Chair, who shall appoint the members. The Board Secretary shall be liaison to the Committee. The Committee may solicit non-member volunteers for special projects.

**Responsibilities & Duties:**

1. To maintain the Operating Manual of Official Documents as an accurate and useful reference for the Board and Association members.
2. To review the efficiency and effectiveness of existing Association processes and procedures and to make recommendations to the Board for improvements.
3. To publish and issue approved documents, in standard formats, to the Board Secretary for further distribution to Board Members, printed Manuals, the Property Manager, Web Site, etc. as required at the time.
4. The Chair is responsible for submitting any schedules and other pertinent committee information to the MTCA website in a timely manner.
5. The Chair shall present a status report at Board meetings and provide an electronic copy of the report to the Board Secretary for inclusion in meeting minutes. Any motions proposed by the committee for Board consideration at the next Board meeting shall be attached to the committee status report to the Board. This report should be submitted to the Board Secretary 7 days prior to the Board meeting.

**Meeting Notice:**

This committee may meet without prior notice or Owner participation, unless otherwise directed by the Board of Directors. The business of the committee will be run for and by the committee members with owners as observers only. At the discretion of the Chair owners may be invited to comment. Actions from the meeting will be recorded as official minutes and forwarded to the Secretary as an official record of proceedings.