

Job Description: Document Review Committee

- **Organization:** The Villages of Bonita Master Association, Inc. (HOA)
Purpose: The Document Review Committee (DRC) is responsible for reviewing and recommending for approval all documents that impact the homeowners' association (HOA) and its residents. This includes, but is not limited to, governing documents, policies, procedures, rules, regulations, forms, guidelines and standards.
- **Membership**
 - Ideally the DRC should be composed of at least one member from each of the four sub-associations plus a liaison appointed by the board.
 - The liaison will report to the board at board meetings.
 - The DRC shall elect a chairperson.
- **Qualifications:**
 - An understanding of HOA governance and operations.
 - Some written and verbal communication skills.
 - Ability to work with legal documents.
 - Attention to detail and organizational skills.
 - Willingness to learn and to adapt to new information and regulations.
- **Training:**
 - Participate in ongoing training to stay informed about changes in laws, regulations, and industry best practices.
- **Responsibilities:**
 - Document Review:
 - Review all current and proposed documents for compliance with applicable laws, regulations, and HOA governing documents.
 - Evaluate the clarity, consistency, and fairness of the document's language and provisions.
 - Assess the potential impact of the document on the HOA's financial health, operations, and residents
 - Recommendations:
 - Make recommendations to the HOA Board of Directors regarding the approval or rejection of proposed documents.
 - Suggest revisions or modifications to documents to ensure they meet the DRC's standards and address any identified concerns.
- **Authority:**
 - Final authority for all documents rests with the Board of Directors and their attorney.
- **Recordkeeping:**
 - Maintain accurate records of all documents reviewed, including dates, decisions made, and reasons for those decisions.
- **Time Commitment:**
 - The DRC typically meets weekly when needed to review a document.
 - Members may be required to review documents outside of scheduled meetings, as needed.
 - The DRC is responsible for reviewing the covenants and bylaws every five years.
- **Note:** This is a volunteer position.