

September 21, 2011

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

**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.

**MEETING NOTICE:** This committee may meet and conduct its affairs in private without prior notice or Owner participation, unless otherwise directed by the Board of Directors.