

Hérons Glen Homeowners Association, Inc.

Committee Charter General Preamble

The Board of Directors will appoint all standing committees, their chairpersons, and members of committees. A standing committee may from time to time, appoint sub-committee(s) to report through the standing committee. At the request of a standing committee, the Board may appoint additional committee members to fill in during member absences and for administrative assistance. All standing committees will consist of members in good standing.

The Board may appoint non-voting ex officio members to committees. All annual committee terms begin on October 1st and end on September 30th. Committee members may seek re-appointment annually.

The Association Manager or Assistant Manager may be a non-voting ex officio member of all committees. Each standing committee, except Finance, will have a Director who will be a liaison between that committee and the Board of Directors.

Article IX of the Bylaws states, "Committees shall have only the authority to carry out the duties given to them in the Declaration, and Bylaws."

Each committee member is expected to fulfill their responsibilities and obligations to their assigned committee and must carry out their duties in a manner consistent with the Code of Ethics and Rules of Conduct adopted by the Board of Directors.

All committee members are required to attend scheduled meetings in person, by video call or telephone. The chair may grant a maximum of three (3) excused absences. Unexcused absences must be reported in the minutes where the absence has occurred. Three (3) unexcused absences will cause the chair to recommend dismissal from the committee to the Board of Directors.

All committee recommendations that require Board action should be distributed to all HOA Directors prior to that month's workshop. Supporting documentation should also be provided. Budget recommendations should be presented to the Board through the committee liaison. Those approved by the Board should be forwarded to management to apply cost figures and then forwarded to the Finance Committee to be included in the Operations or Deferred budget.

The committee secretary will provide committee members draft meeting minutes within seven days of the meeting. A copy of approved minutes will be provided to the HOA Manager as part of the Official Association Records. The HOA Manager will have the approved minutes posted to the HOA Website.

Following each committee meeting, the committee chair or his/her designee shall prepare a brief written report suitable for publication regarding activities of the committee that are of interest to the community. The chairperson or a designate from the committee will deliver the report to the Board at the monthly workshop following their meeting(s).

History

amended at the March 11, 2009 HOA Board Meeting; amended at the February 09, 2011 HOA Board Meeting; amended at the June 15, 2011 HOA Board Meeting; amended at the January 13, 2016 HOA Board Meeting; amended at the December 14, 2016 HOA Board Meeting; amended at the January 10, 2018 HOA Board Meeting; amended at the June 10, 2020 HOA Board Meeting; amended at the November 10, 2020 HOA Board Meeting.