

**Homeowners Association of Heritage Ranch
Policy – Serving on HOA Standing Committees**

Purpose: The purpose of this policy is to define and document the requirements and responsibilities for homeowners serving on Heritage Ranch Standing Committees.

Definitions:

Board: The Board of Directors of Heritage Ranch

Committee Charter: A charter is a Board prepared and approved document that defines the purpose, authority and operating details for a given Committee. A charter may be amended at the request of the Committee and approved by the HOA Board.

Committee Member: A member of a Committee is a person who serves on a given Committee and has voting rights as a result of that position.

Standing Committee: A Standing Committee is a Committee that is established by the HOA Board of Directors and operates under a Board approved Charter.

Background:

By-Laws Section 5.1: Provides authority for the Board to establish Committees and set the Rules under which they operate.

Based on the By-Laws and the Committee Charters, Committee members serve at the pleasure of the Board.

Requirements of Committees Members:

1. Sign the Conflict of Interest declaration
2. Have a copy of and be familiar with the Committee Charter for the Committee on which you serve.
3. Be familiar with the governing documents and policies that may affect the scope of your Committee.
4. Respond in a timely way to e-mails and other communications from other Committee members, the Board and HOA Management.

Duties of Committees Members:



1. Place the interest of the Heritage Ranch HOA and the Committee on which you serve above your personal interest.
2. Work cooperatively with the other members of your Committee, HOA staff and the Board to enhance the operation of the HOA and to benefit the homeowners.
3. Complete tasks assigned by the Chairperson of your Committee.
4. Attend regularly scheduled meetings of the committee and notifies the chairman if unable to attend.
5. Read draft of minutes from monthly Committee meetings, make corrections as needed and respond by email back to the Committee Secretary.
6. Be an advocate of your Committee within Heritage Ranch.
7. Respect the decisions made by a vote of the Committee even if the decision differs from your opinion.

APPROVED by the HOA Board of Directors on June 17, 2010.

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