

Policy for Formation of Committees

All committees, whether mandatory, standing, executive or ad hoc, shall be appointed by and serve at the pleasure of the Board of Directors (Board). The terms of all committee members shall coincide with the term of the Board and expire at the end of that term.

Mandatory committees exist independently of the Board because they are established by an association's governing documents (CC&R's or Bylaws). This kind of committee cannot be abolished by the Board. However, unless the governing documents provide otherwise, its members can be replaced at will by the Board. Withing the HCCA, the Architectural Review Committee (ARC) is a mandatory committee.

Standing committees have a continued existence because their assigned task is ongoing over the term of the Board. Although its task may be ongoing, a standing committee can be dissolved at any time by the Board. An example of a standing committee is the Finance Committee.

Executive committees, otherwise referred to as Committees of the Board, are composed entirely of directors who serve at the discretion of the Board. Persons who are not directors are prohibited from serving on an executive committee.

Ad Hoc committees are temporary committees established by the Board to address a specific issue. Ad Hoc committees cease to exist automatically whenever a new board is elected or once the specific issue for which it was established has been completed.

To serve on a committee, a member must be a member in good standing with the Association as defined in Article 1.25 of the CC&R's with the following two exceptions: 1) in the case of the ARC wherein a non-Member resident designated by the Owner of the Unit in which the Resident resides may serve as stated in Article 7.5 of the CC&R's; and 2) Non-Member Residents shall be allowed to serve on the Events and Entertainment Committee (E&E).

All committee members shall reside on the Association's property.

All committee chairs shall be members in good standing with the Association.

No person shall be a committee member who has not been a full-time resident for at least six months.

Mandatory and Standing Committees

Mandatory and Standing Committees shall be appointed at the first regular meeting of the Board following the annual election of Directors.

A member of the Board shall be appointed *ex officio* to each such committee to serve as Board liaison to the committee. *Ex officio* members of committees shall not have the right to vote therein except to break a tie, but they shall be entitled to a voice in the respective committees' deliberations.

In the event of vacancies on a committee, the Board shall have the power to fill vacancies.

Each year, at the regular Board meeting in April, the Board shall announce the upcoming committee appointments in June. Members interested in serving on a committee for the coming Board term shall notify a Board member of their interest by May 15 so that the incoming Board can be apprised and give consideration to all members interested in serving.

Executive and Ad Hoc Committees

Executive and Ad Hoc Committees, and the members thereof and the Chair, shall be formed by the Board, when necessary, as temporary committees to address a specific issue.

Executive Committees shall consist of at least two (2) but no more than four (4) Directors. The Board shall appoint the Chair of the committee.

Ad Hoc Committees shall consist of five (5) to seven (7) members including no more than three (3) Directors. The Board shall appoint the Chair of the committee.

The Board shall assign specific duties and responsibilities to such committees and, when possible, a timeline for completing their assigned duties.

Posting of Committees

Four times a year, on July 1st, October 1st, January 1st and April 1st, the Board of directors shall post a list of current committees and committee members on the Association's bulletin board.

THIS POLICY WAS APPROVED BY THE HCCA BOARD OF DIRECTORS MARCH 24, 2022 AND SHALL BECOME EFFECTIVE MAY 1, 2022 AND REMAIN IN EFFECT UNTIL SUCH TIME AS IT MAY BE REVISED OR REPEALED BY THE BOARD OF DIRECTORS.

THIS POLICY WAS REVISED BY THE HCCA BOARD OF DIRECTORS APRIL 28, 2022.

Revision 1 04-28-2022