

## Policy for Formation of Committees

All committees, whether mandatory, standing, executive or ad hoc, shall be created 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. Within 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.

### Mandatory and Standing Committees

Members of Mandatory and Standing Committees shall be appointed at the Board organizational meeting following the annual election of Directors. The Board shall appoint the Chair of each committee.

A member of the Board shall be appointed to each such committee to serve as Board liaison to the committee. Board liaisons 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.

### 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 two Directors. The Board shall appoint the Chair of the committee.

Ad Hoc Committees shall consist of three (3), five (5), or seven (7) members including no more than two (2) 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.

### Appointment of Committee Members and Chairs

Each year, at the regular Board meeting in April, the Board shall announce the upcoming committee appointments in June. Thereafter, the Board shall appoint or re-appoint all Committee Members and Chairs of all Committees at its Organizational Meeting in June. Association 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. Committee Members currently serving on any Committee shall notify a Board member either of their wish to continue serving on any Committee or, alternatively, their wish to conclude their service upon the conclusion of the Committee's term or annual reauthorization.

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.\*

This restriction does not apply to the position of Treasurer of the Association.

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

Members appointed to Committees shall be entitled to vote, make motions, and participate in Committee deliberations only within the Committee to which they are appointed, and such privileges are not transferable to other Committees. Chairs reserve the right to hold meetings that are open to the Membership or otherwise to allow invitees to attend Committee meetings.

### 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 and the HCCA website.

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 PREVIOUSLY REVISED BY THE HCCA BOARD OF DIRECTORS APRIL 28, 2022; JANUARY 26, 2023; APRIL 25, 2024; MAY 23, 2024.

Revision 5, May 22, 2025