

HORSESHOE BEND HOMEOWNERS ASSOCIATION GUIDELINES FOR CHAIRPERSONS OF STANDING OR SPECIAL COMMITTEES

In accordance with the Bylaws of the Horseshoe Bend Homeowners Association (the “Association”), the Board of Directors of the Association (the “Board”) has established several Standing (and in some instances, Special committees) to assist it in carrying out its management responsibilities that are specified in Article VI of the Declaration of Covenants, Conditions and Restrictions of the Association. Each Standing Committee has a charter that has been approved by the Board that states the committee’s purposes, duties and responsibilities (see Committee Descriptions at www.horseshoebend.homestead.com). Likewise, each Special committee has specific purposes, duties and responsibilities defined by the Board at the time the committee is established. The purpose of this document is to provide guidelines for the chairpersons of all Association Standing or Special Committees in carrying out their designated responsibilities.

COMMITTEE CHAIRPERSONS SHALL

- Call and conduct committee meetings as necessary to fulfill the purposes, duties and responsibilities of the committee. Provide ample notice of these meetings to all members. Committees must have a quorum (i.e., a simple majority) of its members present at a committee meeting in order to conduct business.
- Ensure that a record of the business conducted at the committee meeting is properly documented (i.e., minutes taken and distributed to all members after the meeting).
- At the first committee meeting held in the calendar year, distribute and review copies of the committee’s charter, the Association Purchasing Guidelines and the committee’s operating budget to each member to ensure members understand their purpose, duties and responsibilities and limitations.
- Attend all workshops and meetings of the Board of Directors.
- Prepare and give an oral report of committee activities at each Board meeting. If for any reason the chairperson cannot attend the Board meeting, he/she should prepare a written report and submit it to the Secretary of the Association prior to the meeting or designate another committee member to give the report at the Board meeting.
- Prepare a written annual report of all committee activities and accomplishments from January 1 through September 30 and give the report orally at the Annual Meeting of Homeowners of the Association held the first Saturday of October. In addition, provide a written or electronic copy of the report to the Association Secretary either prior to or as soon possible after the Annual Meeting.
- Oversee and manage all committee expenditures by adhering to the committee’s approved operating budget and the Association’s Purchasing Guidelines. Review and sign off on all invoices and/or reimbursement requests by committee members.

- Obtain Board approval prior to the reallocation of budgeted funds or the purchase of any goods or services that are not included in the committee's operating budget.
- Provide input and direction for the committee during and throughout its annual budgeting process.
- Encourage all property owners to participate in committee activities. Committee membership is open to all members. However, only those members approved by the Board may vote on committee matters. Directors may serve on committees but only as non-voting members.
- Challenge committee members to look to the future during their discussions and to make recommendations that are financially justified and in the best interests of all property owners.