

ELK MEADOWS HOA COMMITTEE CHARTER

Committee Name: GOVERNANCE

Type of committee: Standing Ad hoc

Purpose: To manage the process of developing new Governing Documents for Elk Meadows HOA.

Responsibilities and Duties: To coordinate, liaise, and provide interface with approved vendors to manage the assessment, review, revisions, meetings, and adoption of a new set of Amended and Restated Governance Documents (Articles of Incorporation, By-Laws, and Declaration).

Meetings and Work Product: The committee will meet as often as necessary to accomplish its purpose. The Chair will report to the Board on the progress of the work 5-7 days before each Board meeting. The work product of the Committee will be written Amended and Restated Governance Documents for presentation to the Board and Association members.

Deadline: The Committee should complete their goals so that a final proposal is ready for the owners to vote on by or before the next year's annual meeting.

Term: This Committee will exist until the Amended and Restated Governing Documents have been adopted by the community or the project is otherwise concluded. Committee members will serve until the Committee is dissolved, or until they resign, or until they are removed or replaced by the Board. Everyone who serves on this Committee serves at the pleasure of the Board and may be removed from the Committee at any time for any reason or no reason.

Members: The Committee will consist of at least 3 members appointed by the Board. At least one board member is required not required to be a member of the committee. The first person listed below is appointed as the initial Chair of the Committee, unless the members of the Committee or the Board agree to designate another person as the chair. The following people have volunteered, and the Board hereby appoints them, as members of the Task Force.

Chair: WALT ATWOOD _____

Members: JOE LANGE, BAIRD BROWN _____

Relationship to the Board: The committee has no authority to spend money, appoint agents, sign contracts, or make any decisions which impact the Association, except as specifically noted in the "Responsibilities and Duties" section above. Any funds, staff, materials, or anything else that the Committee needs to complete its work must be approved by the Board in advance. The Committee has no independent decision-making authority, but is tasked with making a recommendation to the Board of a decision or action the Board may take.

This Charter is adopted by the Board and is effective on (Date) Oct 3, 2017
Note: This Committee has been functioning without a written Charter since August 2015 and is at the point of the fourth (4th) draft and review of the Governing Documents.

By: (Name, title) Bella M. Christolm President