

ELK MEADOWS HOA COMMITTEE CHARTER

Committee Name: PAY IT FORWARD

Type of committee: Standing Ad hoc

Purpose: To formalize an informal historical practice. To provide a checks and balances for transparency and accountability for funds entrusted to the Association.

Duties: Committee members must sign and adhere to a non-disclosure agreement. Work closely with the BOD as a responsible partner in stewarding any donations sent in and applied to various budgetary items or delinquent accounts. To write letters to donors acknowledging receipt of non-tax-deductible donations as well as affirmation letters of each donations allocation. Maintain accurate record keeping separate from the Treasurer on donations and hold available for audits. To maintain fiscal transparency while maintaining personal confidentiality of donors or delinquent account recipients. To make recommendations to the Board on the best allocation of unspecified donated funds.

Deadline: The Committee's work is ongoing.

Term: This Committee will exist until dissolved by the Board. 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 1 member appointed by the Board and 1 Board member. 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 Committee.

Chair: Stephanie Kissner

Members: _____

Relationship to the Board: The Committee must obtain Board approval to spend money, appoint agents, sign contracts, or make any decisions that impact the Association. The Committee is tasked with making recommendations to the Board as to decisions or actions to be taken, and then following through with approved recommendations.

This Charter is adopted by the Board and is effective on (Date) September 1, 2019

By: (Name, title) Betsy Christol Director

General Duties and Responsibilities of Elk Meadows Committees

Standing or Ad Hoc

Thank you for serving on this committee. Included in this will be the Committee Charter, this set of guidelines and any file pertinent to the running of your committee.

In the History of Elk Meadows we have a very long standing tradition of community members volunteering for committee duties. There has not typically been a formalization of these committees, they have served seasonally, or temporarily as the need arose.

In recent years with the move to become compliant w/ CCIOA and all regulating agencies it has become important for us to formalize all of our committees, whether they are standing or ad hoc. It is important for your committee to adhere to these guidelines in the event conduct or actions are called into question by the Board of Directors or Community Members.

Please read your committee charter. Your committee has specific Duties and Responsibilities unique to each committee. These are spelled out in the Charter.

Meetings. Unless your charter specifies otherwise, your committee can meet as often as necessary in order to conduct the committee business. It is also acceptable to meet "digitally" via email. All email communications are considered Committee Business and are of record and can be used as Minutes. Please conduct your digital business accordingly. In the event you are asked to provide Discussion notes or Minutes these can be requested.

Minutes. In order to provide a concise and precise version of meetings or discussions, written minutes should be taken and a copy turned over to the Board for Records. This includes face to face meetings, telephonic meetings and digital discussions.

Reports. Your charter will indicate the specific need for Reports to the BOD. However, it is good practice to send in your committees written report on any meetings, discussions, projects, and recommendations you are working on 5-7 days prior to each BOD Meeting. The BOD will enter these reports into Records.

Recommendations. Your charter specifies your role, but as with any Recommendations your committee makes, these need to be submitted in writing to the BOD in a timeframe in which the BOD can appropriately discuss and review the recommendation and approve the action or ask for further details without impacting the timing of the project the committee is working on.

Record Keeping. It is very important that your committee keep complete records of your project; (including, but not limited to) receipts, contracts, discussions, recommendations, change orders, plans, specs, reports and results, lists of materials, members or volunteers, letters to the BOD, contractors, suppliers, service providers. These records will be required to be handed over to the BOD upon completion of each project and/or the termination of the committee.

It is good practice to keep records of all meetings, minutes, discussions, project plans and timelines. These records will also be required to be handed over to each new turnover of committee membership or to the BOD upon termination of the Committee or in the event the committee has an interruption in membership. This provides accurate information on major works for taxes/accounting and provides continuity for the flow of committees.

Pay it Forward Committee

*Launch
seef.*

To continue with the BOD's initiative to continue progress towards compliance, transparency and accountability this committee is formed in order to formalize an informal practice that has been occurring in Elk Meadows since its formation.

This Committee would be tasked with:

- Signing non-disclosure agreements and work closely with the BOD to be a responsible partner in stewarding any donations sent in and applied to various budgetary items or delinquent accounts.
- Write letters to donors acknowledging the receipt of non-tax deductible donations as well as affirmation letters of each donations allocation.
- Maintain accurate record keeping, all such records will be available for audits and oversights with complete transparency of any funds received while maintaining personal confidentiality of donors or delinquent account recipients.
- Make recommendations to the BOD on the best allocation of unspecified donated funds.

This committee has an opportunity to develop its role in the community within all legal confines.

Put your name and phone number/email here and you will be contacted

Stephanie Kissner

719-671-3101

*Signed + sent to Stepl +
website + filing*