

TRAILMARK HOMEOWNERS ASSOCIATION, INC.
POLICY REGARDING TRAILMARK HOA COMMITTEES

Adopted _____, 2017

The following policy has been adopted by TrailMark Homeowners Association, Inc. ("Association") pursuant to the provisions of C.R.S. 38-33.3-209.5, in accordance with the Association's policy regarding adoption and amendment of policies at a regular meeting of the Board of Directors.

Purpose: To establish uniform procedures regarding committees representing the Association and to assist the Officers of the Board with regard to their given area of responsibility and to bring to the Board information on which actions and decisions may be based.

NOW THEREFORE, IT IS RESOLVED that the Association does hereby adopt the following policies and procedures regarding committees and their actions:

1. Committees shall consist of at least three (3) members and the Board of Directors will appoint one of its members to be a liaison to each committee. The chair of the committee will be the spokesperson to the Board for that committee. A member of the Board shall not chair a committee. Committees may be formed, re-organized or disbanded at the discretion of the Board.
2. Committees shall set their own meeting schedule and will take notes or minutes which will be given to the management company for appropriate documentation.
3. At least one (1) representative from each committee shall attend the Board meetings or a written report shall be provided to the management company the Thursday prior to a Board meeting. If a committee has an issue or request which requires Board action, the committee chair or representative shall include this request in the Committee Report. Based on previous Board approval, committees shall inform the Board and management company should any direction be given to a vendor or bid requested.
4. All current or future approved spending shall be a part of the Committee Report to ensure the Board is aware of financial obligations and current budget standing. No financial obligations shall be allowed unless previously approved by the Board, including grant requests. All budgets for the following year must be submitted to the management company by September 1st to be considered for the next calendar year. All projects requesting funding must be included in these budgets.
5. Any event or project that was not included in the approved budget must gain approval from the Board of Directors before proceeding or contracting. This request can be made at a meeting of the Board or via email through the management company, should a Board meeting not be scheduled in time for the event or project.
6. Only the Board may enact and implement policies, rules and guidelines for the Association, or assume obligations on the Association's behalf, in accordance with and except as otherwise provided in the Association's Governing Documents.
7. Any currently active committee or committee being proposed to the Board of Directors must complete a Committee Mission Statement.

TrailMark Homeowners Association, Inc.

By: _____
Title

Attest

Secretary

This Committee Policy was adopted by the Board of Directors on the ___ day of _____, 2017, effective the ___ day of _____, 2017, and is attested to by the Secretary of the TrailMark Homeowners Association, Inc.

Secretary