

TRAILMARK HOMEOWNERS ASSOCIATION, INC.

TRAILMARK HOA COMMITTEE POLICY

Adopted March 14, 2019

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. The Board of Directors will appoint one of its members to be a liaison to each committee. The committee chair will be the spokesperson to the Board for that committee. Unless circumstances dictate otherwise, Board member 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 provided 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.
4. Committees may request vendor bids and will copy the Board and the management company at the time a bid is requested. Committees do not have the authority to enter into any contract on behalf of the HOA, or execute a contract without formal Board approval. Further, only the management company may give direction to a vendor to commence work in support of any contract that has formal board approval.
5. 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.
6. The TrailMark Finance Committee will solicit budget requests from all community committees during July-August, and will prepare a draft budget for the following year. This draft budget must be submitted to the management company by September 1st to be considered for the next calendar year.
7. All projects requesting funding must be included in these budgets. New projects and/or events requests will include a description, justification, complete project plan, and projected budget.
8. Any event or project not included in the approved budget must gain approval from the Board of Directors before contracting or proceeding to execution. 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 project or event.
9. 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.
10. Any currently active committee or committee being proposed to the Board of Directors must complete a Committee Mission Statement.

TrailMark Homeowners Association, Inc.

By: [Signature]

Title: _____

This Committee Policy was adopted by the Board of Directors on the 14 day of March, 2019, effective the 14 day of March, 2019, and is attested to by the Secretary of the TrailMark Homeowners Association, Inc.

Secretary: [Signature]