



The Pine Cone Acres Homeowners Association, Inc. (the “Association”) has adopted this Committee Policy pursuant to Pine Cone Acres Homeowners Association, Inc., Articles of Incorporation, Article III, 1. (b), C.R.S. 7-128-206 and C.R.S. 38-33.3-303, (3) (b). The Board of Directors hereby establishes this Committee Policy, which was originally adopted May 18, 2016 and will apply to all committees formed, with the following guidelines.

1. Committee Composition, Selection and Guidelines of Conduct and Reporting

- (a) The Committee shall be composed of at least three (3) and up to five (5) Members, which shall include at least one (1) Board Member. There must be a quorum present at all Committee meetings. A quorum is a majority of appointed Committee members for transaction of business at any committee member meeting.
- (b) Committee members shall be Owners of Pine Cone Acres properties. All members of the Committee shall be “Members in good standing” and appointed by the Board of Directors to be seated on a Committee, which shall include at least one (1) Board Member. Members shall serve a one-year term, which terminates August 1st of each fiscal year and may be re-appointed.
- (c) The Committee does not have authority to vote on Board of Directors matters or bear legal fiduciary responsibilities.
- (d) The Committee shall report firstly, to the Board of Director selected to be a member on the Committee and, secondly, to the Board of Directors; and any and all correspondence with the community shall be solely through the Board of Directors.
- (e) The nature and frequency of the Committee reports and any Committee deadlines shall be established by the Board of Directors unless otherwise directed.
- (f) The Committee shall not exceed its scope of authority or guidelines as established by the Board of Directors.
- (g) The Committee shall have no responsibility for seeking out violations of the Association Covenants, Bylaws, Articles of Incorporation, and/or Policies. The Committee’s participation is to assist the Board of Directors and Members as needed.
- (h) The Board of Directors may remove any Committee member by a majority vote of a quorum of the Board of Directors.

2. Duties of the Committee

Within the Committee guidelines established by the Board of Directors, the Committee is charged with the development to complete such guidelines.

- (a) There shall be no subcommittee appointed to the Committee.
- (b) If the Committee deems it necessary to alter the scope of the Committee's guidelines, the Committee shall present a request firstly to the Board of Director appointed to be seated on the Committee and report secondly to the Board of Directors for final consideration.
- (c) Upon its first meeting, the Committee shall designate and establish the following:
 - (i) a Chairperson for the Committee;
 - (ii) a meeting schedule for the Committee;
 - (iii) a process of recording minutes and or a means of objectively measuring the Committee's progress to meet the Committee's guidelines;
 - (iv) a Committee Representative (unless otherwise directed by the Board) to report findings and/or to update the Board of Directors on the Committee's active duties, as the Board of Directors deems necessary.

3. Committee Responsibilities

- (a) The Chairperson shall provide reports of its activities to the Board of Directors monthly or as otherwise requested by the Board of Directors.
- (b) The Committee has no authority to enter into any binding agreement or take action with any individual, company or entity.
- (c) No Committee member and/or Board Member shall share any privileged information with anyone outside of the Committee until such time as the information can and should be shared with the Members by mail or email and/or at a meeting.
- (d) If, in the course of the Committee's activities, it becomes necessary to expend funds, all requests shall be submitted to the Board of Directors before any expenses are authorized.
- (e) In the event expenses are authorized, the Committee is charged with securing any and all receipts and submitting an expense voucher to the Board of Directors for payment and/or reimbursement.
- (f) Any and all Committee proposed recommendations shall be presented directly to the Board of Directors, and the Board of Directors will take under advisement the Committee's report and recommendations. The Board of Directors shall make the final decision of the Committee's proposed findings which may then be presented to the Association for review and/or vote.
- (g) Committee members are representatives of the Board of Directors in performing their duties of the Committee; in that role, Committee members shall not discredit the Board of

Directors or the Association.

- (h) Committee members accept the responsibilities of the Committee with a commitment to work as a team to fulfill the tasks of the Committee and in direct support of the Board of Directors.
- (i) Committee members shall refrain from participating in any action or recommendation by the Committee that may result in a direct financial benefit to themselves at the expense of the Association, and shall disclose to all Committee members when such potential conflict of interest is encountered.
- (j) Committee members shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Association, and with such care as an ordinarily prudent person in a similar position under similar circumstances would use.
- (k) The Committee may be dissolved by a majority vote of the Board of Directors at any time.

The Board may review this Committee Policy and update as needed.

PINE CONE ACRES HOMEOWNERS ASSOCIATION, INC.

Revised and Approved this _____ *th day of* _____ *2018*