

Hideaway Hills

Committee Guidelines and Processes



Version: 1.0

HAH Committee Guidelines and Processes

This document is to provide clarification for the community as to how committees should be run. There will be required processes and recommended processes. For clarification or concerns with any process or requirement please discuss with your board rep.

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Version History

| Version # | Modified By | Modified On | Comments |
|-----------|---|-------------|--|
| 1.0 | Annie Kerregan, Greg Ptacin, DD Parker, Jim Kirk, Kathy Clevenger | 5/17/2022 | Initial version approved by Board of Trustees. |

Definitions

| | |
|------------------|---|
| Amenity User | Any member who uses an amenity. Use of an amenity does not constitute a user to be a committee member. |
| Committee Member | A HAH member in good standing who has requested and been approved to be on a committee. And meets the criteria established by the committee to become a member. |
| Meeting Guest | A HAH member in good standing who attends a committee meeting. Guests can attend committee meetings and listen to committee discussions. They can request to be on the agenda or if time permits, speak at the meeting once the committee has covered all of the items on their agenda. |
| Volunteer | Any HAH member can provide their time or services to assist committees. This does not inherently make them a member of the committee. |

How is a New Committee Established (required)

Member(s) who are interested in establishing a new committee should:

- Step 1 Define Purpose
- Define purpose and/or amenity group is interested in supporting
- Step 2 New Purpose or Align to Existing Committee
- Outline if this is a new committee purpose or if the intended purpose aligns with another already existing committee

If aligned with another committee, the group should look to propose being a sub-committee of the already established committee and approach that committee chair for agreement.

If the proposed committee is to be a new committee, a proposed chair of the committee needs to be agreed upon.

- Step 3 Board Approval
- Once a clear purpose is established and a proposed chair identified, the interested member(s) must obtain approval from the Board of Trustees
 - The Board will approve/modify/deny the establishment of the new committee or subcommittee as well as approve the committee chair. The Board will also identify a Board Representative to be the liaison to the committee
- Step 4 Form the Committee
- *See How to Form the Committee section.*

How to Form the Committee (required)

Once the Board has approved the new committee or sub-committee, the chair should work with their committee members to make decisions around how they would like to function.

- For new committees:
- Establish meeting cadence
 - Establish leadership structure if the committee desires to have more than just a chair
 - Establish committee structure
- For new sub-committee
- Meet with main committee chair
 - Align on expectations around:
 - Meeting attendance
 - Reporting updates
 - Projects
 - Coordinate on fundraising efforts
 - The new sub-committee must process all funds raised and spent through the main committee
-

Determine
Committee
Structure
(required)

These steps outline the process to follow when determining committee structure:

- | | | |
|--------|-------------------------------------|---|
| Step 1 | Number of Members | <ul style="list-style-type: none">● The only committees that are required by HAH Code of Regulations to have a certain number of members are the Board of Trustees and the three “standing” committees. The “standing” committees are: Management Committee, Nominating Committee, and Architectural Control Committee.● All other committees have the authority to determine their number of members. |
| Step 2 | Chairperson | <ul style="list-style-type: none">● Each committee should have a Chairperson chosen from their members.● This choice needs to be approved by the Board of Trustees. |
| Step 3 | Board of Trustees Representative | <ul style="list-style-type: none">● Each committee will be assigned a Board of Trustees representative by the President of the Board.● This representative will be the committee's liaison to the Board. |
| Step 4 | Committee Structure | <p>There are two existing committee structures used in HAH:</p> <ul style="list-style-type: none">● Limiting the number of members on the committee to twelve (12) or less.● Committees with more than twelve (12) members. This should necessitate the committee having Officers which would be chosen from the total membership of the committee. The Officers would be responsible for specific duties as outlined by the committee. This should include leadership, direction, running meetings, tracking expenses, activities, amenities requests, etc. The Officers can and often consist of a Chair, Vice Chair, Secretary, and Treasurer.● Once a structure is chosen, changing the committee’s structure would involve a vote of by all the committee members. |
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Committee Chair
Transitions

Committee chairs will need to change from time to time due to a variety of reasons. The following steps outline how committee chair transitions occur.

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|--------|-----------------------------------|--|
| Step 1 | Committee Chair Resignation | <ul style="list-style-type: none">● Committee chair notifies their Board Rep of desire to resign |
| Step 2 | Board Vote on Resignation | <ul style="list-style-type: none">● The Board votes on acceptance of chair's resignation. |
| Step 3 | New Committee Chair Review | <ul style="list-style-type: none">● Committee elicits nominations for a new chair● Committee votes on new chair● Selected chair contacts Board Rep of committee's vote |
| Step 4 | Board Vote on New Chair | <ul style="list-style-type: none">● The Board votes on whether to accept new chair.● If Board does not approve the new chair, the process is repeated by the committee to choose a new chair. |

Committee Chair
Tenure

Committee chairs are approved by the board annually as a reaffirmation of their service to the committee and do not have a limit to how long they can serve.

Similar to how Board and Management committee members serve three-year terms, committees should vote to reaffirm the sitting chair every three years.

Adding New
Members
(required)

The committees at Hideaway Hills are of all sizes and constructs. Some committees are as small as one member while others are large and even have sub-committees.

No Size Limit

- Members can be added to a committee.
- The existing committee members will vote on the addition of new members.

Size Limit

- Members can be added to a committee at any time if the committee has not reached the size that was established in the committee charter.
 - Should the committee already have enough members to fill the seats outlined in the committee charter, then no more members can be added unless the committee votes to increase the committee size in their charter.
 - Each committee can establish the criteria in order to be considered as a new member of their committee. For example, a person interested in joining a committee must attend three consecutive meetings and express to the Chair their interest in joining the committee.
 - The existing committee members will vote on the addition of new members.
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Handling
Committee
Member
Disputes/
Discipline
(required)

If there is a violation of rules governing the committee or behavior issue:

- | | | |
|--------|-------------------------|---|
| Step 1 | Member Notification | <ul style="list-style-type: none">● The chair needs to discuss the issue or dispute with the member involved.● The board representative or another committee member would also need to be present.● This should be done prior to determining disciplinary action and hear all sides in the situation. |
| Step 2 | Documentation | <ul style="list-style-type: none">● Issue or dispute needs to be documented in writing |
| Step 3 | Determine Action | <ul style="list-style-type: none">● Chair provides recommendation to the committee on the disciplinary action in writing:<ul style="list-style-type: none">○ Issue warning○ Remove member from committee○ Limit committee member's participation from the committee for a determine amount of time |
| Step 4 | Board Notification | <ul style="list-style-type: none">● Chair submits documentation to board representative● Board representative provides feedback or suggested modifications to action |
| Step 5 | Notify Member of Action | <ul style="list-style-type: none">● Notify member in writing of action decided upon● Provide copy of documentation |
| Step 6 | Resolution | <ul style="list-style-type: none">● If the chair and member agree to action, no other steps are required.● If there is no resolution, the chair should bring it to the entire committee for a vote on a recommendation to the Board. Final decision will be made by the Board in either open or executive session depending upon the topic.● If there is still no resolution, the chair should inform the Board Rep of the situation and notify the Board so that a decision can be reached.● A member who does not agree the discipline can request an appeal in writing to the Board. The appeal will be heard by the entire Board in either open or executive session depending upon the topic. |
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Disagreement
over Committee
Activities

If there is a disagreement over the activities of the committee the following steps should be followed:

- | | | |
|--------|------------|---|
| Step 1 | Awareness | <ul style="list-style-type: none">● Committee member should bring their concern to the committee chair● The committee member raising the issue should be allowed to present his/her side |
| Step 2 | Discussion | <ul style="list-style-type: none">● Committee chair should consult with committee membership |
| Step 3 | Decision | <ul style="list-style-type: none">● Committee votes on a decision after speaking with all involved members |
| Step 4 | Appeal | <ul style="list-style-type: none">● The member raising the issue may appeal to the Board Rep. The appeal will be heard by the entire Board in executive session. |

Member
Escalation
Process

If a volunteer has concerns or issues with a committee's activities, decisions, or actions, the following steps are suggested:

- | | | |
|--------|---------------------|--|
| Step 1 | Identify Concern | <ul style="list-style-type: none">● Bring the concerns to the committee chair |
| Step 2 | Resolution | <ul style="list-style-type: none">● Chair and member discuss concern and determine resolution● If resolution is reached, no further action is needed |
| Step 3 | No Resolution | <ul style="list-style-type: none">● If not resolved to the member's satisfaction, issue should be brought to the Board Rep's attention● The member should document the issue and provide to the Board Rep to be taken to the Board of Trustees● To ensure timeliness, it is recommended that the member bring their documented issue forward within 40 days of speaking with the committee chair |
-

Decision Making Process

These steps outline the Committee's decision making process:

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|--------|-----------------|---|
| Step 1 | Decision Needed | <ul style="list-style-type: none">● Committee member brings up item during general meeting. |
| Step 2 | Discussion | <ul style="list-style-type: none">● Item is discussed amongst committee● If there are unanswered questions that make it difficult to move forward, item should be tabled, and members assigned to do background on item and report back to committee with findings |
| Step 3 | Vote | <ul style="list-style-type: none">● Whole Committee for a vote |
| Step 4 | Fund Request | <ul style="list-style-type: none">● If the item is approved and involves monies, the committee chair will take it to the Board Representative to request an approval of funds from the Board. |

Fundraising Procedures
(required)

These steps outline the process to follow when raising funds:

- | | | |
|--------|-----------------------|---|
| Step 1 | Identify needed funds | <ul style="list-style-type: none">● Determine what funds will be used for (event, projects, etc.)● If the funds will be used for a new purpose not previously handled by a committee, the Board will need to vote on whether to establish a new committee or sub-committee. All raised funds must go through a committee's account.● <i>Example – you needed \$2500 to buy new picnic tables for the pool area.</i> |
| Step 2 | Fundraising event | <ul style="list-style-type: none">● Determine how the funds will be raised (50/50 raffle, silent action, etc.) |
| Step 3 | Date or date range | <ul style="list-style-type: none">● Determine the time frame needed for the fund raising |
| Step 4 | Board approval | <ul style="list-style-type: none">● Inform your board rep of your funding raising request● Board rep will seek approval at a monthly meeting or through evote |
| Step 5 | Conduct fundraising | |
| Step 6 | Deposit funds | <ul style="list-style-type: none">● Funds raised need to be deposited to the committee's account through the office and Board Treasurer.● Funds CANNOT be used to directly purchase materials or pay for services/work.● <i>See Activities Report section on how to deposit funds</i> |
-

Conducting Meetings

It is highly recommended that committee meetings be run in a professional and orderly way. This will allow for all committee members to be heard and all voices be included in decision making. Each committee should decide if they are going to follow Roberts Rules of Order or general meeting guidelines. Both are outlined below.

General Meeting Guidelines

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|--------|--------------------------------------|---|
| Step 1 | Determine meeting date(s) and times. | <ul style="list-style-type: none">● It is recommended to have a beginning and end time to the meeting to help manage the agenda and discussion time for each agenda item.● Ending the meeting on time each meeting allows you to manage the number of topics and discussion time for each meeting. |
| Step 2 | Announce meeting date | <ul style="list-style-type: none">● Announcing the meeting date and time 48 hours in advance to allow ample time for members to attend meeting. |
| Step 3 | Prepare agenda | <ul style="list-style-type: none">● Share the agenda in advance to allow members to know what is going to be discussed. |
| Step 4 | Start meeting on time | <ul style="list-style-type: none">● If the committee typically starts with social time, build that into the agenda and indicate when the formal business meeting will start. |
| Step 5 | Start with the first agenda item | <ul style="list-style-type: none">● By moving through the agenda in the order it was given provides consistency and order to the meeting.● <i>Note – if people want to bring up items not on the agenda, hold those items until the end. If there is time, discuss those items. If time has run out, add those items to the next meeting’s agenda.</i> |
| Step 6 | Confirm decisions made | <ul style="list-style-type: none">● At the end of each agenda item, review decisions made or action items agreed upon.● Confirm who is responsible for the action items.● <i>See Decision Making procedures in another section.</i> |
| Step 7 | Close the meeting | <ul style="list-style-type: none">● Review decision items and action items.● If possible, determine the next meeting date and time. |

Roberts Rules of Order

In following Roberts Rules of Order, your committee must

- have officers in place
- official members documented for voting purposes
- Standing meeting dates, times, and location

Note – the following steps are a high-level outline. Please consult the resources listed at the end for more detailed procedures.

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|--------|--------------------------------------|--|
| Step 1 | Prepare agenda | <ul style="list-style-type: none">● Share the agenda in advance to allow members to know what is going to be discussed.● If the need arises, the committee may choose to hold an executive session for sensitive issues. |
| Step 2 | President calls the meeting to order | |
| Step 3 | Move to accept the agenda | <ul style="list-style-type: none">● A motion is made to accept the agenda● Motion is seconded● Motion is discussed● Motion is voted on with majority ruling |
| Step 4 | Reports of Officers are made | <ul style="list-style-type: none">● President's report● Treasure's Report● Secretary's Report |
| Step 5 | Motion to accept Officers' reports | <ul style="list-style-type: none">● A motion is made to accept these reports● Motion is seconded● Motion is discussed● Motion is voted on with majority ruling |
| Step 6 | Unfinished/Old Business | <ul style="list-style-type: none">● Each agenda item is brought to the floor● A person will present an item from the agenda to be discussed and voted on● Motion is presented (agenda item)● Motion is seconded● Motion is discussed● Motion is voted on with majority ruling |
| Step 7 | New Business | <ul style="list-style-type: none">● Each agenda item is brought to the floor● A person will present an item from the agenda to be discussed and voted on● Motion is presented (agenda item)● Motion is seconded● Motion is discussed● Motion is voted on with majority ruling |
| Step 8 | Announcements | <ul style="list-style-type: none">● Next meeting date and time |

Step 9 Adjourn to executive session (optional)

Step 10 Executive session (optional)

- Each agenda item is brought to the floor
- A person will present an item from the agenda to be discussed and voted on
- Motion is presented (agenda item)
- Motion is seconded
- Motion is discussed
- Motion is voted on with majority ruling

Step 11 Adjourn the meeting

[Robert's Rules For Dummies Cheat Sheet - dummies](#)

[Roberts Rules of Order - Simplified.docx \(cornell.edu\)](#)

Board Rep
Responsibilities
(required)

A Board of Trustees is assigned to each committee. The board rep can change from year to year and is typically assigned after new board members are introduced after the August all member meeting.

A board rep is available to:

| Responsibility | Description |
|------------------------------------|--|
| Attend Meetings | <ul style="list-style-type: none">● Board rep is not required to attend committee meetings. It is their responsibility to keep in regular contact with the Committee Chair and apprised of the committee's activities.● Based on agenda items, the committee can ask their board rep to attend.● When in attendance, the Board rep is there for consultation and to provide direction as it pertains to Hideaway Hills Code and Rules. They are not responsible for running the meeting, approving things being discussed, or resolving conflicts between members. They are to attend meetings as a neutral party. |
| Provide Direction/Guidance | <ul style="list-style-type: none">● HAH has complicated rules and policies. It is up to the committee to seek guidance from their board rep when policies and rules are unsure.● Board reps will get clarification from the Board of Trustees when needed. |
| Bring Agenda Items to BOT meetings | <ul style="list-style-type: none">● When there is approval needed for committee actions, events, etc. the board rep will be notified from the committee and the board rep will request approval from the Board. |

Committee
Leaders'
Responsibilities
(required)

The following list outlines responsibilities of committee leaders:

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|--------------------|---|
| Activities | <ul style="list-style-type: none">● Work with committee members to plan activities |
| Inform Board | <ul style="list-style-type: none">● Keep Board Rep informed of activities and any issues |
| Board Approval | <ul style="list-style-type: none">● Get Board approval for activities involving more than your committee. |
| Activity Reports | <ul style="list-style-type: none">● Complete financial activity reports for and income and expense |
| Funds | <ul style="list-style-type: none">● Keep track of committee funds● Verify Board Treasurer's report match committee tracking |
| Resolution | <ul style="list-style-type: none">● Get all sides of any disagreements or issues before acting (<i>See Handling Committee Member Disputes/ Discipline section</i>) |
| Annual Report | <ul style="list-style-type: none">● Complete the annual report for your committee in August● Monthly reports that can be shared with HAH membership to help increase awareness of committee activities is optional and positive. |
| Meeting Guidelines | <ul style="list-style-type: none">● Follow established meeting guidelines (<i>See Conduct Meetings section</i>) |

Holding Events

These procedures are to be followed for holding an event

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|------------------------|--|
| Step 1 Determine Event | <ul style="list-style-type: none">● Committee decides on an event.● Check HAH calendar on the club website for available dates |
| Step 2 Board Approval | <ul style="list-style-type: none">● Inform BOT Rep to get Board approval. |
| Step 3 HAH Calendar | <ul style="list-style-type: none">● When approved by the Board, email HAH Office to get the event on the calendar and inform them and the Board Treasurer that the event has been approved by BOT. |
| Step 4 Hold the Event | <ul style="list-style-type: none">● Committee is responsible for the event. i.e., securing event site, advertising, getting volunteers, clean up. |

Note: If the event is a fundraiser, *follow the Fundraising procedures section*

Amenity Money
Request Process
(required)

There is a pool of money each year that is collected from new members' membership fee that is given to committees for projects. Per the Hideaway Hills Code, the Long Range Planning Committee is responsible for the process and oversight of the amenities fund request process.

Committees can request these funds for specific projects and must provide documentation ahead of their request for funds. If the project involves a new building or building improvements, the GM, Management Committee, and Maintenance Department will need to be involved in reviewing finalized plans to ensure the Club will be able to maintain it. If awarded, these funds must be used for the specified project and do not require an activity report to be submitted.

Any amenity funds that are not used in the year for which they were approved, the committee chair must request Board approval for the funds to be carried over. This needs to be done prior to the meeting held by the Long Range Planning Committee.

Please see the Amenity Fund Request Procedures documentation outlined by the Long Range Planning Committee.

Committee
Assets/Equipment

Some committees have the need to purchase equipment or oversee an asset. In all cases, these are owned by the club.

Committees will be responsible for the usage of their assets/equipment and can also share them with other committees.

Requesting of
Fund Expenditures
and
Reimbursement
(required)

These steps must be followed to request fund expenditures and receive reimbursement from Committee funds.

NOTE: Committees can request usage of their Amenity monies by simply submitting their receipts to the club office and indicating the reimbursement should come from their amenity funds.

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|--------|--|---|
| Step 1 | Event or expense approval | <ul style="list-style-type: none">● Committee determines event● Or committee determines expense need |
| Step 2 | Board Approval | <ul style="list-style-type: none">● Inform your board rep of event or expense request● Board of Trustees approve event or expense request● NOTE: a committee should not spend money without prior approval. Reimbursement of unapproved expenses is not guaranteed. |
| Step 3 | Committee Activity Report (See HideawayHillsClub.net Forms) | <ul style="list-style-type: none">● Once Board of Trustees approves the event, committee completes the activity report for any income or expense.● If the Board approved a fund expenditure, committee completes the activity report that identifies expenses● Invoice/receipt for proof of disbursement is needed |
| Step 4 | Submit Activity report and receipt to office | <ul style="list-style-type: none">● Submit report to hahadmin@hahclub.net for reimbursement or funds collected. Must include scanned receipts and should be submitted within a reasonable timeframe. If the expense is near the end of the year, the committee should try to obtain reimbursement before the end of the year. |
| Step 5 | Review Activity Report | <ul style="list-style-type: none">● Office will review the Activity Report and invoice for proper completion, then forward on to the Board Treasurer. |
| Step 6 | Board of Trustees Treasurer | <ul style="list-style-type: none">● Board of Trustees Treasurer will handle the disbursement or reimbursement. |
| Step 7 | Disbursement/ Reimbursement | <ul style="list-style-type: none">● Office will take care of forwarding the disbursement or reimbursement as stipulated on the Activity Report. (if funds are to be mailed, the office will ensure that is done. If the funds are to be hand delivered, the office will contact Committee Member when the check will be ready for pickup.) |
-

Activities Report
(required)

This report needs to be completed anytime a Committee is taking in money or needs to payout. The monies are either deposited or withdrawn from the committee's account.

See HideawayHillsClub.net Forms for the Activity Report.

Top portion:

1. Committee - name of the Committee
2. Chair- Chairman of the Committee
3. Board Representative - Board member
4. Activity Description - what was the Event. (Can list more than one event on Activity

Money Collected

1. Date- Date report completed
2. Income Source - what was the event that made the money
3. Checks - can itemize or just the total of the checks
4. Cash - cash taken in
5. Totals - the total amount of cash and checks for the event.
6. Total Money Collected - drop down all totals.

Money Spent - all money spend must be approved by BOT prior to completing this part of the form

1. Date - date report completed.
2. Spent Where or To Whom - pay for an event or reimburse a Committee Member. Invoice or receipts needed.
3. If Reimbursement - who will be reimbursed, invoice needed. List person(s) to get reimbursed.
4. Date Approved - Board approval date. Board Representative will let you know when the request was approved.
5. Total Money Spent- total of all disbursement listed

Activity Report Summary

-
1. Amount Collected - total of all cash and checks from the Money Collected section.
 2. Plus Advance – only used when advances are requested.
 3. Total - total of all cash and checks received
 4. Less Amount Spent - total from Money Spent section
 5. Balance - carry down less amount spent
 6. Less Amount Advanced - not used
 7. Net Income or Loss - total either negative or positive
-

Special Project

At times, special projects will come up to improve or add to our amenities. (*examples: beach beautification, basketball court resurfacing, etc.*)

- | | | |
|--------|------------------------------|---|
| Step 1 | Committee alignment/approval | <ul style="list-style-type: none">● Gain committee alignment on special project's purpose |
| Step 2 | Project Outline | <ul style="list-style-type: none">● Outline duration and/or project completion criteria |
| Step 3 | Funds | <ul style="list-style-type: none">● Determine if funds raised/spent will be handled in committee's main fund or in a sub-fund● <i>See Fundraising Procedures</i> |
| Step 4 | Project Leads | <ul style="list-style-type: none">● Identify project lead(s) |
| Step 5 | Updates | <ul style="list-style-type: none">● Project lead(s) will provide regular updates at committee meetings and/or ad hoc to the committee chair |

HAH Rule Changes Pertaining to Amenities (required)

A Committee may recommend rule changes as it pertains to the use of the amenity they support. These rules are published in the HAH Club Rules and made available to the membership on the Club's website.

Process for Changing and Adding HAH Rules

- | | | |
|--------|------------------------|--|
| Step 1 | Outline Details | <ul style="list-style-type: none">● Outline the details of the rule(s) being amended |
| Step 2 | Constitution Committee | <ul style="list-style-type: none">● Work with Constitution Committee on recommended wording |
| Step 3 | Propose Changes | <ul style="list-style-type: none">● Propose changes to the Board Rep |
| Step 4 | Board Review | <ul style="list-style-type: none">● Board Rep takes changes to Board for approval● Board will review and approve/deny/modify language change in alignment with their approval process |
| Step 5 | Language Changed | <ul style="list-style-type: none">● If approved, the Hideaway Hills Club Rules documentation will be updated to include the new language |
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APPENDIX



Committee Charter

This document is to be completed by each committee, current and future. The goal is to have on record the intended purpose and structure of each committee. You can either print the form and fill it out or in the PDF, you can select fill and sign to complete the PDF.

Committee Name: _____ Year Committee Established: _____

Committee Member Submitting Committee Charter _____ Lot number: _____

- Amenities affiliated with committee: (check all that apply)
- Pool
 - Golf
 - Lakes
 - ORV Track
 - Airport
 - Fitness Center
 - Organic Garden
 - Amphitheatre
 - Lodge/Clubhouse
 - Tennis
 - Barn
 - Chapel
 - Range
 - Other _____

Purpose of Committee

Will the committee size be limited? Yes No If yes, how many committee members:

Will the committee have officers? Yes No If yes, what officer positions: Chairperson Co-chairperson Secretary Treasurer Other (please list below)

What is the meeting cadence? Scheduled Monthly Scheduled Quarterly Scheduled as needed

Committee Chairperson: _____ Email: _____

Lot number: _____ Phone: _____

Last updated: _____

