

CANOA SECA ESTATES II, INC.

3800 S. Via Del Tejedor - Green Valley, AZ 85622

POLICY NAME: Committee Chairperson Responsibilities

EFFECTIVE DATE: January 22, 2020

BACKGROUND: CSEII HOA has several standing committees as detailed in the governing documents. Each committee operates differently relative to number of meetings held and whether the committee routinely documents outcomes of the meetings (i.e. minutes). In an effort to provide more consistency and to provide future Chairpersons and committee members with the best historical information possible, the Board has drafted this policy.

Each CSEII Committee Chairperson(s) is responsible for the following:

- A meeting will be held at least once per calendar year for each standing committee. Ad hoc committees will meet as necessary when created by the Board. The number and timings of meetings will be determined by the needs of the HOA and the timing of events or seasonal changes as they pertain to the duties of the Committee.
- The members of the committee should be chosen so that different views and the various streets in the HOA are represented. The Bylaws require members of most committees to be owners. (See section 10.1 of the Bylaws.)
- Minutes of the meetings will be written and provided to each committee member. Minutes will be kept in a folder or binder so that they can be passed on when a new Chairperson is appointed. Electronic copies of minutes should also be maintained and passed on. Minutes should briefly outline the topics of discussion and any actions. A copy of the meeting minutes will be provided to the Committee's Board Liaison, if designated; and to the Board Secretary within two weeks of any meeting.
- Each Committee Chair is responsible for providing a verbal and written report at the Annual Meeting and regularly scheduled Board Meetings. The Annual Report will summarize activities and actions of the committee during the previous calendar year. The report may briefly outline actions for the future. A copy of the written report will be provided to the Board secretary. Reports at regularly scheduled Board Meetings will outline actions and activities since the last regularly scheduled Board Meeting and for the future. If detailed, a written report should be provided the Board Secretary.