

Charter HSPOA Administrative Advisory Committee

April 17, 2007

Purpose, Scope and Timing:

Enhance communications among the members of Hidden Springs Property Owners' Association (HSPOA) and its Board of Directors. Provide interpretation and advice on activities to those acting on behalf of HSPOA. Review and recommend modifications to By-Laws, Covenants and applicable business practices, to assure the needs of the members of HSPOA are served.

The charge to this committee is to act as the: Administrative Advisory Committee, a "standing committee," of up to three members, including the chairman, focused on assuring that the business practices of HSPOA follows the intent and letter of the By-Laws, Covenants and Articles of Incorporation.

Proposed committee membership and staffing responsibilities including facilitator role:

- Members of the Administrative Advisory Committee may not hold position as Officers nor members of the Board of Directors.
- Committee members must be elected by the members of HSPOA, and must be members in good standing, as defined in the By-Laws. In the event that any position is not filled by election, the board reserves the right to appoint a committee member.
- The Committee Chairperson will serve a one-year term as chairperson, and all members will serve three-year staggered terms, with the Chairperson being selected annually, by vote of the Committee from its elected members.
- In the event of a vacancy of an Administrative Advisory Committee member, a successor shall be selected by the remaining members of the committee and shall serve for the unexpired term of his/her predecessor.

Meeting Schedule:

Business will be conducted in annual or special meetings, conference calls and using e-mail. The Administrative Advisory Committee chairperson will develop the agendas and schedule meetings, which will be open to members for attendance. All meeting agendas/minutes will be kept on file with the Secretary. Reports to the members will be made as needed, via inclusion into the HSPOA newsletter.

Assignments/activities:

- Remain actively involved in the standing Committees and Workgroups which have been established: Administrative Advisory, Conservation, Architectural Review, as well as providing oversight on other workgroups that may develop on an "ad hoc" basis.

- The Committee will act in an advisory role to both the membership and the Board, to interpret and apply standard business practices.
- Act as a “point of contact” for members wishing to raise issues, request resolution of disputes, and assure that HSPOA is functioning in the best interest of its membership.