

**CHARTER
RESEARCH AND SPECIAL PROJECTS COMMITTEE
HOT SPRINGS VILLAGE PROPERTY OWNERS' ASSOCIATION**

I. AUTHORITY

Article XII of the By-Laws of the Hot Springs Village Property Owners' Association.

II. PURPOSE

To study, report and offer recommendations relative to financial matters of the Hot Springs Village Property Owners' Association that are assigned to the committee from time to time.

III. ORGANIZATION AND APPOINTMENT

- A. The committee shall consist of seven members of the Property Owners' Association who shall be appointed by the Board of Directors. They shall have a background in finance, project management or related fields.
- B. Committee members shall be appointed prior to the regular April Board meeting for staggered three-year terms. Appointments made to fill a vacancy shall serve the balance of the term vacated.
- C. A chairperson shall be elected by a majority of the committee members for a term of office not to exceed one year and shall not succeed himself/herself unless requested by the committee and authorized by the Board of Directors. He/she shall preside over all meetings, announce the order of business, state and put to vote all motions brought before the committee and appoint sub-committees as required to conduct the committee's business. Guidelines to assist the chairperson in the execution of his/her duties can be found in POA Operating Policies, Chapter 7, Article 3.
- D. A vice-chairperson shall be elected by the committee. The vice-chairperson shall perform the duties of the chairperson in his/her absence.
- E. A secretary shall be designated to record minutes of all meetings.

IV. ASSIGNMENTS

- A. Any Board member may give assignments to the committee after announcing such at a Board meeting and having previously defined the scope of work with the POA Board and Staff Liaisons assigned to the committee. The General Manager and POA Staff Liaison may also make

assignments to the committee after informing the Board of Directors of the specific task to be performed.

- B. The committee can only act after it has been given a specific assignment.

V. LIMITATIONS

- A. The committee shall not issue orders to any POA employee, nor will any member have the authority to discipline employees.
- B. The committee is not authorized to commit funds of the POA.
- C. No committee member shall engage in any activity that would constitute a conflict of interest with the duties and responsibilities of the committee.
- D. Committee members are prohibited from accepting any form of gratuity, any form of remuneration from suppliers, contractors, realtors, property owners, or any other person doing business, attempting to do business, or in conflict with or in competition with the POA.

VI. MEETINGS

The committee shall meet at such times, places, and frequencies as necessary to carry out any specific assignments given to the committee.

VII. REPORTS

- A. Minutes of meetings shall be submitted to the office of the General Manager for distribution and filing no later than Thursday immediately prior to the regularly scheduled Board meeting if the committee has been convened.
- B. Annual report of committee activity to be completed in accordance with Article XII, Section 4.K, of the By-Laws if the committee has been convened during the year.
- C. The chairperson is responsible for verbal and/or written reports to the Board.

9-9-03, Adopted 9-17-03, 10-17-07