Lake Ballinger Estates All Committees' Charter

Date Created: 03-25-2026. Date Initiated: 04-13-2026. LBE.CC-001. Version 1. Revised Date: xx-xx-xxxx

1. Purpose and Authority

1.1 The committees of Lake Ballinger Estates Owners' Association are established by the Board of Directors to assist with research, planning, and recommendations on specific areas of Association operations, including but not limited to facilities, budget, landscape, rules, and community engagement. Committees exist to support the Board's decision-making; they do not replace or reduce the Board's ultimate authority or responsibility.

1.2 Advisory Role. Committees serve in an advisory capacity only. Committees have no independent authority to:

- Bind the Association to contracts or obligations.
- Direct vendors, contractors, or staff.
- Incur or approve expenses, change orders, or scope changes.

Any such authority must be expressly delegated in writing by the Board on a case-by-case basis.

1.3 Governing Documents. Committees are created and dissolved at the discretion of the Board, consistent with the Association's Governing Documents (Declaration, Bylaws, rules, and policies). In the event of a conflict between this Charter, any committee-specific charter, and the Governing Documents, the Governing Documents control.

2. Committee Types and Mandates

2.1 Standing and Ad Hoc Committees. The Board may establish:

- **Standing committees** for ongoing subject areas (e.g., Facilities, Budget, etc...).
- **Ad hoc committees** for time-limited projects (e.g., special repairs, document restatement, reserve study review).

2.2 Committee-Specific Charters. Each committee will have a written, Board-approved charter (the "Committee Charter") defining at minimum:

- Name of the committee.
- Purpose and scope of work.
- Primary responsibilities/deliverables.
- Any special qualifications or constraints (e.g., budget range for recommendations, coordination expectations).

2.3 Review and Sunset. Each Committee Charter shall be reviewed by the Board at least annually and may be amended, renewed, or rescinded at any time. Ad hoc committees automatically sunset upon completion of their assigned work or on a date set by the Board.

3. Composition, Appointment, and Roles

3.1 Membership and Term.

- Members are appointed by the Board, typically for one-year terms, and must be Owners in good standing unless the Board authorizes otherwise. Renters by letter of submission.

- Committees generally consist of 3–7 volunteers, but the Board may adjust size to match workload and available volunteers.

3.2 Chair. The Board appoints the Committee Chair, who:
- Serves as primary liaison between the committee and the Board.
- Calls and runs meetings and sets agendas.
- Ensures adherence to this Charter and the Committee SOP.
- Ensures timely preparation and delivery of committee reports and recommendations.

3.3 Committee Lead. The Chair or committee may designate a Committee Lead to coordinate specific projects or work streams. These roles are coordination roles only and do not confer independent authority.

3.4 Secretary. When membership allows, the committee may appoint a Secretary to record minutes and maintain committee records. If no Secretary is appointed, the Chair or designee will act as scribe.

3.5 Removal and Vacancies. The Board may remove or replace any committee member or Chair at any time, with or without cause, including for failure to follow this Charter, the Committee SOP, or the Governing Documents. The Board may fill vacancies at its discretion.

4. Meetings, Quorum, and Process

4.1 Frequency and Notice. Each standing committee meets at least quarterly, and more often as needed to fulfill its Committee Charter.

4.2 Quorum. A quorum consists of a majority of the currently appointed committee members. No formal recommendation may be adopted without a quorum.

4.3 Decision-Making.
- Recommendations are adopted by simple majority of members present when a quorum is established.
- Minority views may be recorded in the minutes.
- Committee votes are advisory and are used to formulate recommendations to the Board.

4.4 Agenda and Owner Items. All owner requests within committee scope must enter through the Association's designated channels (e.g., work-order system); committee members must not accept or promise action on direct requests.
- Property Management or the Board assigns items to the appropriate committee.
- At a minimum, agendas include:
    - Open items from prior meetings.
    - New items/requests assigned.
    - Options and draft recommendations.
    - Assignments and target dates.

4.5 Meeting Length. Meetings are time-bounded (typically 60–90 minutes) unless extended by agreement of those present, to promote focused, efficient discussion.

5. Documentation, Reporting, and Board Interaction

5.1 Minutes and Work Product. After each meeting, the Chair, Lead, or Secretary prepares a written summary or minutes that include:

- Topics considered and relevant background.
- Options and cost/risk considerations, where applicable.
- Recommended action(s) or next step(s).

5.2 Submission to Board. The Chair (or designee) submits committee summaries and recommendations to the Board and/or management by the deadline for Board meeting packets or as otherwise directed by the Board.

5.3 Urgent Matters. For urgent issues, the committee documents the facts, options, and recommendation and transmits them immediately to the Property Manager and the Board. The Board may call an emergency meeting if warranted. Committees may not declare or act on "emergencies" on behalf of the Association.

6. Interaction with Management, Vendors, and Staff

6.1 Chain of Communication. Committees do not supervise or direct Association vendors, contractors, or employees. Instruction, scope changes, and approvals flow through management or a Board-designated contact.

6.2 Facilities Committee Exception. Due to the nature of facilities work, the Board may authorize the Facilities Chair and/or Facilities Lead limited, clearly defined authority to coordinate with contractors in the field, subject to all of the following:

- Statements involving money or scope must be expressly qualified as "pending Board approval."
- No binding commitments, change orders, or new work are authorized without explicit written Board approval or a Board-adopted delegation.
- All such interactions and recommendations are documented and reported promptly to the Board.

6.3 Observation and Feedback. Any committee may observe vendor performance, gather photos or data, and make recommendations regarding contract performance, but may not independently modify contracts, authorize new work, or commit funds.

7. Conduct, Conflicts of Interest, and Confidentiality

7.1 Conduct. Committee members shall:

- Treat all participants respectfully and focus on issues, not personalities.

- Support orderly, time-limited meetings and allow all members reasonable opportunity to be heard.

7.2 Conflicts of Interest. Members must promptly disclose any actual or potential conflict of interest related to matters under discussion and, where appropriate, recuse themselves from discussion and recommendations on that matter. The Board may determine how a specific conflict will be handled.

7.3 Confidentiality. Committee members must maintain confidentiality regarding:
- Owner-specific information.
- Contracts, bids, and vendor evaluations.
- Legal matters and attorney-client communications.
- Personnel or other sensitive Association matters.

7.4 Enforcement. Failure to comply with this Charter, the Committee SOP, or the Governing Documents may result in removal from the committee or other action by the Board, in its discretion.

8. Relationship to Committee SOP and Governing Documents

8.1 SOP Alignment. This Charter and any Committee-specific Charters are to be read together with the "Lake Ballinger Estates – Committees Standard Operating Procedure (SOP)." The SOP provides detailed operating practices; this Charter sets out the overarching structure, authority, and expectations for all committees. In the event of any inconsistency between this Charter and the SOP, this Charter governs, subject always to the Governing Documents.

8.2 Governing Documents Control. Nothing in this Charter or the SOP alters the Board's authority or any provision of the Declaration, Bylaws, or recorded rules. If any provision of this Charter or the SOP is inconsistent with the Governing Documents, the Governing Documents control, and the Board may amend this Charter or the SOP to cure the inconsistency.

8.3 Adoption and Amendment. This Charter is adopted, and may be amended, by resolution of the Board of Directors. Committee-specific Charters are also adopted and amended by Board resolution and must remain consistent with this Charter and the SOP.