

UNIVERSITY GLEN HOMEOWNERS ADVISORY COUNCIL

May 20, 2021

GUIDELINES REGARDING COMMITTEE MEMBERSHIP AND CHAIRS

WHEREAS, the scope of topics and decisions that the HAC encounters is often served by the formation of standing and ad hoc committees; and

WHEREAS, between 2019 and early 2021, the HAC formed four committees and reports from were included in every HAC agenda; and

WHEREAS, the HAC may from time to time recognize the need to form additional ad hoc committees for projects and/or issues that arise; and

WHEREAS, the Chair of each committee would serve to set the committee agenda, call and conduct committee meetings, and generally serve as the principal liaison between the committee and the HAC; and

WHEREAS, the HAC encourages University Glen residents, both owners and renters, to participate in HAC activities and join various committees, that committee decisions are preferably based on congenial consensus, and that voting within the committee to reach decisions should be determined by the committee itself; and.

WHEREAS, unless stated otherwise below, it is the preference of the HAC that each committee have at least one HAC member and that the committee would choose its chair in August of each year after the HAC elections and assignment of HAC members to committees, and that the committee chairs would serve a two-year term with no term limits; and

WHEREAS, the HAC acts as an “architecture committee of the whole” in reviewing Home Improvement Applications, per the ground sublease; and

WHEREAS, committee decision are advisory only to the HAC unless the HAC as specifically delegated decisions and/or budget to a committee for specific tasks.

NOW THEREFORE, the HAC adopts the guidelines listed below, subject to review and approval by the Site Authority (SA) for consistency with the ground sublease, regarding HAC committee membership and committee chairs.

Part 1: Standing Committees and Membership

1. **Finance** shall be a standing committee with two HAC members and up to three community members. The Chair shall be elected by the committee members. A HAC member will serve as the HAC liaison to the SA Budget Advisory Group.

2. **Landscape** shall be a standing committee with two HAC members with up to five additional community members, and the Chair may be any committee member.
3. **Social** shall be a standing committee with at least one HAC member, up to five additional community members, and the Chair may be any committee member.
4. **Community Garden** shall be standing committee with at least one HAC member, up to five additional community members, and the Chair may be any committee member.

Part 2: Ad Hoc Committees

1. **Rules Compliance and Interpretation** shall be an ad hoc committee formed as needed at the request of the HAC with two HAC members and up to seven other community members. The Chair shall be elected by the committee members.
2. **Additional Ad Hoc** committees may be recognized by the HAC with specific membership and chair requirements, as needed.

Part 3: HAC Approval of Committee Membership and Chair

1. The HAC shall designate which HAC member(s) serve(s) on each of the four standing committees after the annual HAC election before or at the subsequent August HAC meeting.
2. The HAC shall approve of committee-selected chairs within 60 days of the that committee's selection of a chair. If the HAC takes no formal action within 60 days, the chair selection shall be considered approved.
3. Each committee shall maintain a list of members and a record of when meetings are held. Minutes are not required.
4. Committee meetings do not have to be noticed to the community and do not have to be open to other community members.

Part 4: Appeal to the HAC

1. Two members of any committee may appeal to the HAC regarding any aspect of the committee and/or its operation. The appeal shall be in writing (e-mail is acceptable) stating the appeal issue and evidence and/or reasoning supporting the appeal topic and requested action, if any. Appeals may not be anonymous.
2. The HAC shall agendize an appeal at within 60 days and invite parties and/or written responses to the appeal. Failure to appear or respond to a HAC request for evidence and/or reasoning supporting the appeal topic and requested action may lead to dismissal of the appeal, at the HAC's discretion.
3. The HAC decision regarding an appeal is final.

Adopted [DATE] _____ HAC CHAIR _____