



Title:	Hampton Place Homeowners Association Committee Governance	Effective:	04/1/13
		Amended:	2/19/26
Version:	2.1	Classification:	Required

1. Committee Governance

1.1 Purpose

Article V of the Hampton Place Homeowner's Association Code of Regulations authorizes the Board of Directors to create committees that support the work of the Association. These guidelines outline how committees are formed, how they operate, and the expectations for committee members.

2. Committee Structure

2.1 Standing Committees

1. Design Review Committee
2. Finance Committee

2.2 Creation of Additional Committees

1. The Board may establish additional committees by majority vote.
2. Ad hoc committees may be created by majority vote when a temporary or special need arises that cannot be addressed by an existing standing committee.

2.3 Committee Charters

1. The Board will establish a charter for each standing and ad hoc committee.
2. Each charter will define the committee's mission, duties, and responsibilities.
3. These charters are considered part of the official committee guidelines.

2.4 Committee Membership

1. Committees must consist of 3 to 10 members.
2. Members are appointed by a majority vote of the Board following solicitation of volunteers.

3. Members who fail to attend regular meetings may be removed at the discretion of the Board.
4. Committee terms are two years, with approximately half the members rotating off annually.
5. Members may reapply for subsequent terms.
6. Committee chairs are nominated by the committee and appointed by the Board.
7. The Association's insurance carrier will be provided with the names of all committee chairs.
8. All nominees and members must be in good standing, defined as:
 1. 1. No outstanding balance owed to the Association
 2. 2. Not involved in litigation against the Association
9. All committee members must sign and comply with the Board and Committee Code of Conduct.

3. Committee Guidelines

3.1 Meetings

1. Committees shall establish a regular meeting schedule to support consistent attendance.
2. Committees may meet as often as needed, but no less than once per quarter.
3. Meetings may be held in person or via online platforms.
4. A quorum (50% of members plus one) is required to take official action.

3.2 Decision-Making and Documentation

1. Committees should work toward consensus whenever possible.
2. Draft recommendations or reports must be shared with committee members for review prior to submission to the Board.
3. If consensus cannot be reached, differing viewpoints shall be included in the final report.
4. Any document not yet approved by the committee must be clearly marked "DRAFT."
5. Final documents must be clearly titled and dated.
6. Committee chairs are responsible for maintaining committee records.
7. Chairs shall submit records to the Management Company for storage in the HOA online portal.
8. Written materials submitted to the Board become part of the Association's official record.

4. Committee Member Responsibilities

Committee members are expected to:

1. Participate actively in meetings and committee work
2. Provide thoughtful and constructive input
3. Prioritize the best interests of the Association over personal interests

5. Committee Chair Responsibilities

Committee chairs are expected to:

1. Review and approve committee reports prior to distribution
2. Inform the committee of Board decisions that affect committee work
3. Guide the committee in identifying activities or services that support the Association's mission
4. Recommend policies or procedures to the Board when appropriate
5. Serve as the liaison between the committee and the Board of Directors