

McCormick Ranch Property Owners' Association, Inc.

PROCEDURES COMMITTEE CHARTER

I. Purpose

The Procedures Committee will review and approve the Association's annual meeting minutes to ensure accuracy and transparency. Additionally, the Committee aims to ensure that the Association's policies and procedures are aligned with applicable laws and the Association's governing documents. The Committee strives to promote clarity, effectiveness, and consistency in all procedural matters, contributing to the Association's overall governance and operational efficiency.

II. Organization

The Board President shall appoint a Board Member to serve as the Committee Chair, and the Committee shall serve at the pleasure of the Board. The Committee shall include at least three (3) McCormick Ranch Board Members and the Executive Director as an ex officio, non-voting member. The Committee may invite other individuals with relevant expertise to participate in meetings as needed, without voting rights.

III. Member Requirements

All Committee members must be current on assessments and maintenance charges as specified in Article XI, Sections 2 or 3 of the Declaration of Covenants, Conditions, Assessments, Charges, Servitudes, Liens, Reservations, and Easements for McCormick Ranch. Members must have no open and unresolved violations. For the purposes of this requirement, "open" means violations that are visible from neighboring properties, public streets, or common areas, and "unresolved" means that the MRPOA has notified the member of the violation, and the issue has not been corrected within the required timeframe.

IV. Term of Office

Committee members serve a one-year term and may be reappointed for consecutive terms.

V. Meetings

The Committee shall meet as needed, with at least one yearly meeting. The Chair or any of the two Committee members may call a meeting. All members must be notified of meetings at least five days in advance. Meeting minutes will be recorded by a designated member and distributed to the Committee within ten days of the meeting.

VI. Responsibilities

1. Review and approve the Association's annual meeting minutes for accuracy and completeness.
2. Review and recommend updates to the charters of the Association's committees to ensure they are current and aligned with the Association's objectives.
3. Review and suggest improvements to the Association's operating procedures, forms, and other documents to ensure they are clear and effective.
4. Monitor and ensure compliance with applicable laws, governing documents, and best practices in the procedural operations of the Association's Board and committees.
5. Report findings and recommendations to the Board of Directors after each meeting or as needed.

VII. Reporting and Review

After each meeting, the Chair shall report the Committee's activities, findings, and recommendations to the Board of Directors.

VIII. Code of Conduct

All Committee members are expected to uphold the values of integrity, transparency, and respect. Members must maintain confidentiality regarding sensitive matters discussed within the Committee. At the discretion of the Board President or Board, any breaches of conduct may result in removal from the Committee.