

McCormick Ranch Property Owners' Association, Inc.

PERSONNEL COMMITTEE CHARTER

I. Purpose

The Personnel Committee (the "Committee") is established to provide oversight and guidance on the compensation and benefits of the Executive Director, ensuring alignment with the Association's strategic goals. The Committee is responsible for evaluating management performance, reviewing human resources policies, and ensuring a robust succession plan for key roles. The Committee reports these matters to the Board of Directors (the "Board"), offering recommendations and insights.

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 shall serve for one year and may be reappointed for subsequent terms. Reappointment is subject to the approval of the Board President.

V. Meetings

The Committee shall meet as necessary. Meetings will occur at a location agreed upon by the Committee or may be held virtually. The Chair is responsible for setting the agenda, and meeting minutes will be recorded and submitted to the Board of Directors within ten days.

VI. Responsibilities

1. Conduct a comprehensive salary survey every two years to benchmark the compensation of the Executive Director.
2. Recommend adjustments to the Employee Retirement Contribution for Board approval.
3. Establish the annual Employee Holiday Schedules.
4. Approve annual Employee Recognition Bonuses.
5. Develop and maintain employee policies.
6. Identify and recommend staff training needs.
7. Assist the Executive Director with benefits selection, pay grades, job classifications, and employee assistance programs.

VII. Reporting

The Committee shall provide written reports to the Board of Directors after each meeting, summarizing key discussions, decisions, and recommendations.

VIII. Code of Conduct

All Committee members are expected to act with integrity, maintain professionalism, and respect confidentiality. Breaches of conduct may result in removal from the Committee.