

# McCormick Ranch Property Owners' Association, Inc.

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## Procedures Committee Charter

### I. Purpose

The Procedures Committee will review and approve the minutes of the annual meeting of the Association. In addition, the Procedures Committee will seek to ensure that the Association's policies and procedures are consistent with applicable law and the Association's governing documents. The Committee will also seek to ensure that the Association's policies and procedures are clear, effective and consistent.

### II. Organization

The Committee shall consist of not fewer than three members of the Association, plus the *ex officio* members. The Committee will be led by a Chair, who shall be a member of the Board of Directors of the Association.

### III. Member Requirements

Committee members must be current on all assessments and any maintenance charges assessed pursuant to Article XI, Sections 2 or 3 of the Declaration of Covenants, Conditions, Assessments, Charges, Servitudes, Liens, Reservations, and Easement for McCormick Ranch.

Committee members must have no open and unresolved violations. For purposes of this requirement, "open" means visible from neighboring properties, the public street or the common area and "unresolved" means that the MRPOA has notified the Committee member of the violation and the Committee member has not corrected the violation within the required timeframe.

### IV. Term of Office

Committee members shall serve for one year.

### V. Meetings

The Committee shall meet on an as needed basis. Committee meetings may be called by the Chair or by any two Committee members.

### VI. Responsibilities

1. Review and approve minutes of the annual meeting.
2. Review the charters of the Association's committees and make recommendations of appropriate changes.
3. Review the Association's operating procedures, forms and other documents and make recommendations of appropriate changes.
4. Monitor the procedural aspects of the operations of the Association's Board and committees to ensure compliance with applicable law and the Association's governing documents.