

POLICY ON HIDE-A-WAY LAKE COMMITTEES

The Board of Directors is responsible for implementing policies with regards to the duties and responsibilities of the various committees. This policy is designed to provide each committee with guidelines outlining their specific areas of responsibility as well as the scope and authority of such committee.

In accordance with the provisions of Article V, Section 9 of the Hide-A-Way Lake Club, Inc. By-Laws, the Board of Directors may create committees and appoint members of the Board of Directors and other persons to serve on these committees.

Committees are formed for the purpose of bringing forth new ideas, conducting research, gathering and evaluating information necessary to substantiate recommendations and, when necessary, providing any manpower necessary to complete a particular project which has been approved.

Membership: In order to be effective and to maintain focus, each Standing Committee (Architectural, Finance, Security, Incident Review, Public Affairs, and Lake Quality) will consist of no more than ten (10) members (with the exception of the Social Committee) and a Board Member representative. The Election Committee and the Nominating Committee shall be staffed in accordance with the requirements of the By-Laws of the Property Owners Association. All members of the committee must be property owners in good standing and must maintain that good standing throughout the duration of their service on the committee. An alternate membership list may be maintained to fill vacancies or as a source for additional volunteers when needed for a specific function.

Chairperson: Except for the Incident Review Board, the Chairperson of a committee may be the Board Member representative, a committee member appointed by the Board Member representative or a committee member elected by the majority of committee members. The Board Member representative shall determine which system will be utilized to determine the Chairperson. A member of the Incident Review Board shall serve as Chairperson either through appointment by the Board Member representative or through the election process.

Attendance: In order to maintain continuity and to insure an effective and efficient committee, committee members must attend at least seventy-five (75%) percent of scheduled meetings annually dating from the members date of appointment.

Records: Each Chairperson shall assign a committee member who will be responsible for maintaining a written record of committee meetings, including a list of those persons who were in attendance at each meeting. A copy of such written record shall be forwarded to the Board Member representative. The Incident Review Panel and the Architectural Committee are exempt from this provision as their actions are recorded and/or on forms provided by Hide-A-Way Lake.

Funding: Committees are not authorized to enter into any type of agreement with any individual, business, group, organization or commercial entity wherein Hide-A-Way Lake funds are being placed at risk or are being dedicated to satisfy a financial obligation. Any Committee recommendation involving the expenditure of funds must be approved by the Board of Directors.

Committee Actions: Recommendations, suggestions or comments, whether oral or in writing, addressed to the Board of Directors or to the General Manager shall be forwarded through the appropriate Board Member representative.

Fund Raising: Any individual, group, committee, organization, or club associated with or having any connection to the Hide-A-Way Lake governing bodies, wishing to engage in any activity involving fund raising, raffles, or other types of solicitation shall, if using such affiliation with Hide-A-Way Lake, adhere to the following policy:

1. A written request must be forwarded to the Board of Directors, through the appropriate Board Member representative, for appropriate action. In those cases where the requesting individual or organization does not have a Board Member representative, requests shall be forwarded to the General Manager for processing as provided herein.
2. Requests shall contain the following information: (Only fund raising activities involving improvements to the Hide-A-Way Lake community will be considered.)
 - a. Name of individual, group, committee, etc. making request
 - b. Type of activity (raffle, fund raiser, solicitation)
 - c. Purpose and reason for the activity (Purchase of equipment, supplies, repairs, etc.). Further, the location where such equipment, supplies, repairs, etc. are planned.
 - d. Estimated cost of Equipment, Supplies, Repairs, etc.
 - e. Who will provide any labor involved.
 - f. Disposition and Accountability of monies collected.
 - g. Person responsible for monies collected.
 - h. If sufficient funds are not collected for planned activity, what is disposition of such funds?
 - i. If funds exceed cost of planned activity, what is disposition of excess funds?
 - j. The location where funds collected will be deposited.
 - k. Who pays expenses for supplies necessary to conduct the event?
3. Upon receipt, the Board of Directors will review such requests and the individual or organization will be notified in a timely manner as to the disposition thereof.

Committee Duties and Responsibilities

1. **Long Range Planning** - Comprised of the Members of the Board of Directors and is responsible for formulating and implementing the capital budget and approving capital expenditures associated therewith.
2. **Architectural Committee** - Responsible for reviewing all Building Permit Applications to insure compliance with the Hide-A-Way Lake Building Code and making recommendations accordingly. Conduct on-site inspections as necessary to gather information to be used in processing Permit Applications. Perform such other architectural related duties as may be assigned by the Board of Directors. All members require Board Approval.
3. **Lake Quality Committee** - Responsible for collecting lake water samples at various locations for in house testing to assure lake water quality is within recommended regulatory limits. Monitors the growth and extent of noxious aquatic vegetation, performs weeds treatment in conjunction with maintenance staff. Provide assistance to the General Manager on waste water issues including monitoring of sewer and other waste water systems. Responsible for conducting periodic analysis of heavy metals and PCB's in HAWL's fish. Such other duties pertaining to

lake water systems or other water related issues which may be assigned by the Board of Directors.

4. **Finance Committee** - Responsible for reviewing, analyzing and critiquing the Annual Operating Budget as well as other revenue generating activities such as the restaurant, horse stables, RV storage area, etc., and making comments, suggestions, and/or recommendations, through the Board Member representative, as to ways in which the Board and Management may make improvements in our accounting procedures. Perform such other finance related duties as may be assigned by the Board of Directors. All members require Board Approval.
5. **Security, Safety and Fire Committee** - Responsible for conducting periodic review of the Hide-A-Way Lake Security Procedures and make recommendations for improvement, for implementing new procedures or to change existing procedures. Review Administrative Fee Procedure to insure that it is maintained up to date and is in compliance with existing laws and procedures. Perform such other security related duties as may be assigned by the Board of Directors. All members require Board Approval.
6. **Incident Review Board** - As a sub-committee of the Security, Safety, and Fire Committee, responsible for conducting hearings for those property owners who are appealing sanctions levied against them for violating the Rules and Regulations of Hide-A-Way Lake. The committee meets every month except December if there are Appeals. A quorum (4) is required.

All appeals are recorded.

The committee consists of seven members who been nominated by the Security Committee and submitted to the Board of Directors for approval. Alternates from the Security, Safety and Fire Committee may be used to form a quorum. A committee member must have been a property owner of HAWL for a minimum of one year.

The chair person is appointed by the Board Representative or elected by the majority of committee members. The chair person does not vote except to break a tie. The Board Representative may not chair or ask questions or vote on an appeal.

7. **Public Affairs Committee** - Responsible for assisting the HAWL Board of Directors and the General Manager in maintaining an active program in monitoring governmental actions or any other actions that could have an impact on the community of HAWL. The committee will also provide advisory recommendations, when appropriate, as to implementing plans and programs that will benefit HAWL in a positive way pertaining to governmental issues. Assist to generate public awareness about the association. All members require Board Approval.
8. **Social Committee** - The committee has the responsibility as directed by the HAWL Board to organize and implement social activities and events for the residents of HAWL. These activities and events fall into two categories:
 1. Committee Sponsored Events: These events will be identified, planned and implemented by the committee members. Committee sponsored events might include but are not limited to decorating, dances, Toys for Tots, as well as Christmas and Easter activities. These activities will be agreed upon prior to the year of the activity and published in the Echoes.

2. Committee Facilitated Events: At these events, the committee will assist HAWL residents in creating, meeting and implementing their own social events. These events may include but are not limited to: meet and greet nights and initiating new activities. The committee will also generate a contact list for all social and recreational groups currently meeting.

9. **Election and Nominating Committee** - Appointed by the President, Property Owner's Association to perform those duties as outlined in the By-Laws of the Property Owners Association.

Committee Meetings: Committee meetings are conducted on a monthly basis on the date and at the time designated by the Board Member representative or as agreed upon by the committee members. The Architectural Committee, Incident Review Board, Nominating Committee and Election Committee shall meet in accordance with the provisions of existing By-Laws or other directives.

Hide-A-Way Lake Club, Inc.
Adopted December 1, 2004

Revised 12/02/09 – deleted
#7 Parks and Recreation Committee.
Added Public Affairs Committee.

Revised 08/18/10 – Social
Committee.

Revised 11/08/13 – Lake Quality
Committee.

Revised 10/04/18 – Incident Review
Committee.

Revised 09/05/19 – Various Sections

Revised 10/28/21 – Various Sections