

# JOIN OUR COMMITTEES!



Shadow Creek Ranch is seeking Committee Members to help shape the future of our community and make a difference!

## **Get Involved:**

Our Community is only as successful as our homeowners make it. Your involvement can make a difference. We invite members who are interested in getting involved in the day-to-day operations and activities of Shadow Creek Ranch to join one of our committees. Your contribution will help promote the health and prosperity of our community, making it the best place to live.

We all have something valuable to contribute!  
Will you join us?

## CURRENT COMMITTEES

- GOVERNANCE
- LANDSCAPE AND FACILITIES
- COMMUNICATION AND COMMUNITY RELATIONS
- FINANCE

Interested members please submit a SCR committee form located online at [www.shadowcreekranchhoa.com](http://www.shadowcreekranchhoa.com) to [committees@shadowcreekranchhoa.com](mailto:committees@shadowcreekranchhoa.com) or contact the HOA by calling 713.436.4563.

The Village Board of Directors makes all Committee appointments and all Committees operate under the authority and direction of the SCRMA\* Board.

\*Shadow Creek Ranch Maintenance Association (SCRMA) is the umbrella organization for all four Village Associations, which is composed of the Board Presidents.

## **GENERAL COMMITTEE GUIDELINES**

### **Role of Committees:**

Committees serve the SCRMA Board and the community by performing analysis, providing recommendations and fostering a cohesive community throughout Shadow Creek Ranch.

### **Committee Membership:**

Each Committee shall be comprised of at least three (3), and no more than five (5) members, one of which shall be a director from a Village board of directors. All Committees shall be comprised of owners of lots within Shadow Creek Ranch. Committee members shall be appointed by the SCRMA Board of Directors and may be removed at any time by the SCRMA Board of Directors, with or without cause. Committee members may not be employed by the HOA or any Village association, and may not be party to a contract of the HOA or any Village association, or otherwise accept any commission, personal profit or compensation of any kind for their services on the Committee. Committee members may not be an employee or principle (or spouse of an employee or principle) of a corporation or organization that may directly benefit from a committee recommendation.

### **Authority of Committees:**

Committees serve in an advisory capacity to the SCRMA Board and have no authority to expend funds, enter into contracts, or to commit the Association to any course of action.

### **Committee Relationship with Managing Agent:**

Committee members are not authorized to give direction to FirstService Residential (our managing agent), unless expressly approved by SCRMA.

### **Committee Chairs:**

Each Committee shall elect a Committee Chair, which shall be responsible for preparing the agenda and setting the schedule for each committee meeting, and for facilitating the committee meeting. The chair shall also be the point of contact for SCRMA and FirstService Residential (the managing agent).

### **Committee Meetings:**

Standing committees shall generally meet monthly. Depending on the amount of work to be accomplished, committees may meet less frequently, but not less than quarterly.

### **General Operations:**

1. If at any time during a meeting, the behavior of those in attendance becomes too disruptive for the committee to conduct business, the Committee Chair, in his/her sole discretion may adjourn and reconvene at another date and time.
2. Committee members that deal with confidential matters such as financial information or deed restriction enforcement issues shall keep all information pertaining to these issues confidential.

3. Official minutes of committee meetings are not required. However, any information, reports, findings, correspondence, etc. which the Committee Chair deems important shall be forwarded to the Managing Agent for record-keeping purposes.

**Indemnification:**

All Committee members shall be indemnified pursuant to the terms as outlined in the SCRMA Declaration.

**Social Media Policy:**

In General:

1. Individual members of any standing or ad hoc committee duly appointed by SCRMA may not respond on any social media as representatives on behalf of the Association or the committee, unless the subject is first brought up at a SCRMA Board meeting and the Board votes and agrees on an acceptable response.
2. Individual committee members may not post anything related to any matters discussed in committee meetings other than those communications authorized by the Board.
3. Individual committee members may not engage in the following activities in relation to Association business, whether or not the social media site is officially Association sponsored:
  - Vulgar language directed at homeowners, directors or committee members, or Association contractors/vendors
  - Inappropriate images, such as, but not limited to, pornography
  - Comments or content that promotes or perpetuates discrimination
  - Spam or links to other sites
  - Posts advocating illegal activity
  - Infringements on copyrights or trademarks
  - Personally identifiable medical information
  - Information that may compromise the safety, security, or proceedings of any legal action pertaining to the Association.
4. A person duly appointed by SCRMA shall be the only authorized party to post Board-authorized content on webpages, feeds, groups, etc. on Association social media sites.

## STANDING COMMITTEES:

<p><b>Governance Committee</b></p> <p>This committee's function is to propose standard operating procedures for HOA board-related business pursuant to any applicable law and within the HOA governing documents, develop recommendations for revisions of governing documents, develop recommendations for oversight of FirstService Residential (the management company) performance, and develop and maintain community wide standards.</p>	<p><b>Landscape &amp; Facilities Committee</b></p> <p>This committee monitors landscaping contractors' performance, chooses colors and plantings for flowerbeds, makes recommendations for appropriate improvements to the HOA assets that would require the use of reserve funds, monitors maintenance planning and execution for HOA assets (within maintenance operation budget), review bids and make recommendations to SCRMA for landscape and facilities contractors. The committee also reviews reserve funds and makes recommendations to SCRMA for target balances, and coordinates with the Governance Committee for use of facilities.</p>
<p><b>Communication &amp; Community Relations Committee</b></p> <p>Responsibilities include developing policies, plans, and processes for communication to residents and planning community events.</p>	<p><b>Finance Committee</b></p> <p>This committee advises on the fiscal performance year to date, future planning of expenses and reserve activity. They review monthly HOA financial reports, assists in and makes recommendations for development of annual budgets, and works with the CPA and/or other finance professionals.</p> <p><i>The committee does not have access to owners' individual accounts or delinquency reports with lot owners' individual information.</i></p>