



Mountain Park HOA Committee Responsibilities and Duties

Duties and Authority

Committees, including standing and ad hoc are appointed by, or at the direction of, the Board of Directors. Committees are advisory and can be delegated decision making authority by the Board of Directors; however, the Board is ultimately responsible for the actions of the committees.

Functions:

1. On an annual basis following the Board of Directors elections, recommend to the Board of Directors a Committee Chair. If a change to the Chair occurs within the year, the committee will recommend to the Board for approval of a new Chair. A key responsibility of the Chair is to run an effective meeting in a collaborative tone. The committee shall vote on a Vice Chair to lead their meetings in the absence of the Chair.
2. A committee should be formed of no less than three, and no more than nine, members and make recommendations to the Board of Directors to fill vacancies. Recommendations may also be made by the Executive Director or any Board member.
3. Create and adhere to a Board approved Committee Charter, outlining scope of authority, parameters and expectations of the committee. On an annual basis, review these and re-submit to the Board if there are material changes. This includes committee procedures and rules.
4. Committee members shall be HOA Members in good standing with the Association or an established professional (non-member) that can add value to the Committee due to his/her professional background and / or interest.
5. The Committee will have at least one Board Liaison.
6. The Committee will have a staff member present at all meetings. The staff member is also responsible for recording the minutes. Staff members may offer their opinions, respond to questions, but have no voting rights.
7. Make recommendations to the Board consistent with the Committee Charter.

8. Committees will operate following Robert's Rules of Order and maintain minutes of all meetings and report to the Board of Directors via the Board Liaison.
9. A quorum is defined as 50% of the members plus one. Committee decisions and minutes can only be taken if a quorum is present.
10. Interactions of the Committee and members:
 - a. Treat all Association Members, fellow Committee members and Association staff with respect and in a manner that is mutually respectful.
 - b. Promote teamwork, cooperation, transparency and synergies within the Committee and Association.
 - c. Intervene if someone mistreats a staff member, committee member or resident.
 - d. Clarify HOA rules, policies, finances, practices and procedures.
11. On an annual basis, review, sign, and adhere to the Mountain Park HOA Conflict of Interest Policy and the Mountain Park HOA Confidentiality Agreement.

Mountain Park HOA Conflict of Interest Policy



Article I - Purpose

The purpose of this policy is to ensure that whenever the organization is contemplating entering into a transaction or arrangement that only the best interests of the HOA are considered and are not influenced by the possible beneficial interest of a Board or Committee member.

Article II - Definitions

1. Interested Person

Any director, principal officer, or member of a committee with powers delegated by the Board of Directors, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the HOA has a transaction or arrangement;
- b. A compensation arrangement with the HOA or with any entity or individual with which the HOA has a transaction or arrangement; or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the HOA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors of a substantial nature.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2 of this policy, a person who has a financial interest may have a conflict only if the Board or Committee decides that a conflict exists.

3. Dual Relationships

A person has a dual relationship if he/she is significantly involved with another person who also serves on an MPHOA board or committee.

Article III - Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and/or dual relationship and be given the opportunity to disclose all other material facts.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, the interested person shall be recused and not vote while the determination of a conflict is discussed and voted upon. The remaining Board or Committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person shall make an appropriate disclosure at any time that an actual or potential conflict arises. The interested person may make a presentation, but afterwards he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict.
- b. The Board or Committee chair shall, if appropriate, appoint a disinterested person or sub-committee to investigate alternatives to the proposed transaction or arrangement.
- c. The Board or Committee shall decide whether to proceed with the proposed transaction or arrangement, or an alternative one, based solely on the best interests of the HOA.

4. Violations of the Conflict of Interest Policy

If the Board or Committee has reasonable cause to believe a member has failed to disclose actual conflicts of interest, it shall investigate and take appropriate disciplinary and corrective action.

Article IV - Annual Statements

Each Director and member of a Committee with governing board delegated powers shall annually sign a statement (see form) with affirms he/she:

1. Has received a copy of the policy;
2. Has read and understands the policy; and
3. Has agreed to comply with the policy.



Mountain Park HOA Conflict of Interest Policy and Disclosure Form

ACKNOWLEDGMENT AND DISCLOSURE FORM

I have read the Mountain Park HOA Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a Board or Committee member. If at any time following submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the organization in writing.

Disclosure of Actual or Potential Conflicts of Interest:

Signature: _____

Printed Name: _____

Date: _____

Mountain Park HOA Confidentiality Policy



Article I - Purpose

The purpose of this policy is to ensure that all sensitive and privileged information, whether personal or specific to the association, is kept in confidence and neither directly or indirectly revealed to outside entities or individuals unless explicitly authorized to do so in conjunction with MPHOA business.

Article II - Definitions

Confidential Information

Sensitive and privileged information concerning members, residents, patrons, staff, volunteers, board members, committee members, financial data, and business records of Mountain Park HOA is considered confidential including financial and/or personal identity.

Article III - Policy

Respecting the privacy of our members, residents, patrons, volunteers and staff of the Mountain Park Homeowners Association is a basic value of MPHOA. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Executive Director. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers, committee members and board members of MPHOA may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of MPHOA that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline,

Article IV - Annual Statements

Each Employee, Director and member of a Committee with governing board delegated powers shall annually sign a statement (see form) with affirms he/she:

1. Has received a copy of the policy;
2. Has read and understands the policy; and
3. Has agreed to comply with the policy.



**Mountain Park HOA
Confidentiality Policy and Acknowledgment Form**

ACKNOWLEDGMENT

I have read the Mountain Park HOA Confidentiality Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a Board member, Committee member or employee.

Signature: _____ **Printed Name:** _____

Date: _____