

**Fort Worth Stone Creek Ranch  
Homeowners Association  
Committee Charter**

**Article I  
Overview**

**Section 1.1 Overview**

Committee Charter will serve as a standard for all Fort Worth Stone Creek Ranch HOA Committees, including any HOA Board approved Sub-Committees. All Committees shall work alongside the HOA Board of Directors. Each Committee may add additional requirements for membership, or any other committee specific rules deemed necessary by the committee. All changes must be submitted to the Fort Worth Stone Creek Ranch Homeowners Association, Inc. Board of Directors (HOA Board), in the form of a proposal for review and final approval before changes can take place and must be approved during a scheduled board meeting.

**Section 1.2 Charter**

Charter will be reviewed as needed or requested by the HOA Board of Directors and/or Committee member representatives. Charter may be requested by committee representatives to be amended or revised from time to time, not before August 1<sup>st</sup> or after December 31<sup>st</sup>. The Fort Worth Stone Creek Ranch Board of Directors reserves the right to amend or revise the Charter at any time. An outline of responsibility for each committee will be established and shall be followed by each committee and posted on website.

**Section 1.3 Requirements to Amend or Revise Charter**

Charter may not be amended or revised without a majority vote of the Fort Worth Stone Creek Ranch HOA Board of Directors.

## **Article II**

### **Meetings**

#### **Section 2.1 Required Meetings**

Fort Worth Stone Creek Ranch Committees will hold a regularly scheduled monthly or quarterly business meeting. Any new Committee, reactivated Committee, or proposed Sub-Committee needs to make application to the Board of Directors for consideration. The Fort Worth Stone Creek Ranch HOA Board of Directors governs the final approval without exceptions with consideration given to the fiscal HOA Operating budget. Committee's standing monthly or quarterly business meeting will be communicated to the Board of Directors.

Any Fort Worth Stone Creek Ranch resident is allowed to attend and speak at a committee meeting or request to be added to a committee meeting agenda during the time of "Resident Input". Every meeting agenda is required to have a section which allows for resident input. Only voting members are allowed to vote.

Robert' Rules of Order will be used as the guideline to conduct the standing monthly or quarterly committee meetings, which will include, but not limited to, reading and approval of minutes from the previous meeting, reporting on old business, unfinished business, address any new business and resident input.

Voting on committee issues will take place at the standing monthly or quarterly committee meetings. All new Committee Action Plans that were not part of their original Outline submitted with the Committee's Proposed Budget Request in August must be submitted to the Board of Directors for approval (i.e. the Committee may not enact new actions/policies/events without approval of the HOA Board of Directors).

## **Section 2.2** Additional Meetings

Additional monthly committee business meetings may be held if required.

All Committee Members and HOA Board must be contacted, via email or phone and provided with the date, time, location, and subject matter of the additional monthly business meeting.

Robert's Rules of Order will be used as the guideline to conduct additional committee meetings. Minutes must be taken, approved by attendees and supplied to all Committee members not in attendance. The Fort Worth Stone Creek Ranch HOA Board of Directors should be copied, and the approved minutes will be posted to the website.

## **Article III**

### **Voting**

#### **Section 3.1** Methods of Voting

A show of hands (raising the right hand), voice (yeas and nays) or by ballot may be used.

No Voting Member of a Committee may assign their vote to another Member to act as Proxy. Electronic Balloting can be utilized if extenuating circumstances arise.

### **Section 3.2 Voting Member Criteria**

Voting member must be a resident Homeowner of Fort Worth Stone Creek Ranch. Resident renters may be a members of the committee but have no voting power.

A new member must have attended at least three (3) consecutive regular monthly or quarterly committee meetings to become a voting member.

Members must attend standing monthly or quarterly committee meetings on a regular basis. Regular basis is defined as attending 8 or more committee meetings over the last 12 months or 2/3 of the total meetings since becoming a member if member joined less than one year ago.

There is two-year membership limit on any Committee or giving services to the Community. If no other applications to join committee have been receive, that member can be retained for a period of one year. Number of memberships in multiple Committees or Clubs is allowed without limitations, apart from the standing Architectural Control Committee (ACC). All members have voting rights who have met the criteria included herein.

### **Section 3.3 Voting**

When using the method of taking a vote via ‘voice’ or ‘show of hands, the majority rules.

When using the method of taking a vote via ‘voice’ or ‘show of hands’ and it ends in a tie, the HOA Board will break the tie.. When using the method of ballots, a non-voting member (i.e. the Chair) will count the votes and the majority rules. In the event of a tie, a revote can take place, or the HOA Board will break the tie.

To pass a vote, a quorum or two-thirds of the membership must be present. If a quorum cannot be reached for a vote for two consecutive meetings, the HOA Board will decide the issue. Committee Members are allowed one vote per household. Should a HOA Board member and a Committee member live at the same residence, the HOA Board member shall recuse themselves from residing over or voting in the Committees that the other household is a member of.

## **Article IV**

### **Events**

#### **Section 4.1 Yearly Events**

The HOA Board of Directors will determine the budget based on the recommendations of the each Committee for said yearly events. The final recommendations for approval must be presented in proposal format to the HOA Board no later than August 1<sup>st</sup> for the following fiscal year for all Committee Events, including HOA sponsored Events.

## **Section 4.2 Event Planning**

Suggestions for themes and activities for events will be requested from the Committees and should be submitted in proposal format to HOA Board for consideration, adjustment and/or approval. The Board of Directors governs the final decisions and approval. The HOA Board will notify the Committees of their decision of event planning prior to the next fiscal year.

The HOA Board requests from each Committee for all events that the committees will actively seek volunteers within the community to assist with events.

## **Section 4.3 Event Income and Expenditures**

All monies pertaining to the event must be accounted as specified below. This includes all monies received during an Event for a fundraiser, regardless if this was conducted by a Committee or a sponsored HOA Event. All Events must have a locking cash box for receiving monies during fundraisers. Two people shall be appointed to control the cash flow and account for the monies during the hours of the Event. No cash box shall be unattended at any time. Teams can be made for longer hours of operation if needed. All persons who have control of any cash box must first be approved for receiving such monies prior to the Event from the HOA Board. At the closing of each fundraiser, all monies must be counted by two witnesses and verified by a BOD Member. Witnesses shall sign a receipt attesting to the amount counted and placed within the cash box for locking at the close of all events. All monies from any Committee must be accounted for and turned in to the HOA Board for securing. No monies raised during an Event can be removed and stored in a Committee member's private home or bank account or other, without exception. All monies are to be submitted to the HOA Board of Directors or HOA Manager for proper credit to each respective Committee's Budget.

Committees must follow the outline of yearly events approved by the Board of Directors with their Proposed Budget Request as closely as possible. Changes must be submitted to the HOA Board consideration. The Board of Directors governs adjustments or approval.

Each Committee conducting an Event under their Committee Budget must submit invoices, receipts, purchase orders or other documentation to the HOA Board. The HOA Board will ensure that all documents submitted are signed by both the Committee Representative and the HOA Manager before payments are dispersed or items needed are ordered.

The HOA Board will work with Committees to ensure communication is correct and the budget monies are correct. Any perceived conflict by any party shall be reported to the HOA Board electronically without delay. Proper protocol will be followed and this includes any person acting on their own, including discussing it further with other parties without allowing the Board of Directors to make a proper determination of their findings.

## **Article V**

### **Mission Statement**

#### **Section 5.1** Mission Statement

The overall mission of all Committees is “To provide a service to the community through volunteer efforts that will enhance the quality of life for all Fort Worth Stone Creek Ranch Residents.”

Each Committee should promote a positive attitude to carry out their duties for the benefit of the Community. Committee members serving on any HOA supported Committee or sub-committee shall not serve a private agenda.

**Article VI**  
**Criteria for all HOA Sponsored Committees [Positions]**

**Section 6.1 Formation**

The requirements that qualify all Committees to be funded as an HOA Committee must be met and strictly adhered to under the Fort Worth Stone Creek Ranch Committee Charter without exception, which were approved by the Board of Directors. All Committee members will receive a copy of the Code of Ethics. Any documents needing a signature will be agreed to and kept on file with the HOA Secretary.

Each committee has a designated minimum and maximum limit on residents who can become members in the majority of the Committees offered in Fort Worth Stone Creek Ranch. This can be adjusted if needed, with written request and submitted to HOA Board for approval.

A Committee must conduct regularly scheduled monthly or quarterly meetings and post the date/time with the HOA Board to avoid conflicts with other scheduled meetings. All Committee meetings must be held within Fort Worth Stone Creek Ranch or HOA Board approved location.

All Committees must follow Roberts Rules of Order.

Monthly or quarterly Agendas must be planned and provided to the HOA Board at least 72 hours prior to the next scheduled meeting date or the meeting will be canceled. Approved Minutes of all Meetings must be recorded and copied to the HOA Board for proper posting.

Member lists and contact information of all Committee members must be recorded with attendance monthly and maintained in a file format. A Committee must supply contact



information and monthly attendance by members to HOA Board after each meeting or Members of the Board of Directors, upon request.

All Committee must abide by the Board of Directors approved “Fort Worth Stone Creek Ranch Committee Charter” and the “Code of Ethics.

## **Article VII**

### **HOA Committee Budget Process**

#### **Section 7.1 Budgets**

- Each committee should vote on its proposed budget for the following fiscal year in the 2<sup>nd</sup> Quarter Committee meeting and then submit their budget recommendations and event and/or action outline by August 1<sup>st</sup> to the HOA Board.
- The Board of Directors will review the requested budgets and approve or make adjustments.
- The final HOA Committees Budgets will be provided back to the HOA Committee once approved.
- The HOA Board will notify the Committee of their approved Budget for the next fiscal year.
- HOA Committees should notify their membership of their approved budget.
- Committee members should review the outline of action items or events to make adjustments if needed to fit the approved budget.
- All monies in a Committee’s budget are to be used for HOA activities for the Fort Worth Stone Creek Ranch Community as a whole.
- All monies raised by any Committee acting under a Committee [i.e. a Sub-Committee, or private volunteer] or as a Committee, in whole or in part, during an event that held

a fundraiser belongs to the Homeowner's Association and must be accounted for, recorded and turned in to the HOA Board,

- Any unused monies in a Committee's Budget at the end of the current physical year will not roll into the following year.

## **Section 7.2 Requirements for Committee Operation**

### **Requirements (these qualify a committee to be funded and supported by the Fort Worth Stone Creek Ranch Board of Directors as an HOA Committee.)**

- A Committee must have a minimum of 3 members.
- Committees membership is limited as follows:
  - Social Committee: 9 voting members, unlimited volunteers
  - Landscape Committee: 5 voting members, unlimited volunteers
  - Communications: 3 voting members
  - Architectural Control Committee (ACC): 3 voting members (Standing Committee)
- Members are volunteers within the Fort Worth Stone Creek Ranch community.
- A Committee must conduct monthly or quarterly meetings, post meeting times, and submit required monthly or quarterly minutes.
- A Committee must abide by the HOA Committee Charter and Code of Ethics approved by the Board of Directors.
- Committees of the Association are subject and must be approved by the Board of Directors prior to formation.

### **Section 7.3 Association Owned or Purchased Items**

Committee Members recognize that any items purchased with association dollars are not for personal use and do not belong to any one member or committee. Association owned or purchased items must be made available at all times to all Committees and any association-sponsored events, to be tracked and requested through HOA Board of Directors, or appointed agent.

All association owned/purchased items are to be stored in an association-run building such as a clubhouse and/or storage facility. No HOA owned/purchased items are to be stored at a personal home for longer than a period of 48 hours (i.e. items utilized for a Saturday or Sunday event are to be checked-in on Monday). Check-out of association items will be done through HOA Board of Directors or appointed agent.

If non-perishable items are left over after purchase of an event (i.e. plates, napkins, decorations, etc.), these items must be returned to HOA Board for storage and use by all Committees and/or association-sponsored events through the HOA Board.

If perishable items are left over after purchase of an event (i.e. food), these items are to first be offered to volunteers for the event, next to homeowners and finally donated to a shelter and/or school on a previously Committee-Approved donations list. These donated items must be recorded, signed-off and provided to HOA Board for tracking. No one charitable organization shall receive donated items for all events. The association is to receive credit for the donated items, not an individual or Member.

The Board of Directors for the Fort Worth Stone Creek Ranch Homeowners Association, Inc. resolves to adopt the attached Fort Worth Stone Creek Ranch Committee Charter.

EXECUTED as this 08 day of July, 2020

*Ray S. Nowden*

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*Signature of President*

**Ray S. Nowden**

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*Printed Name & Title*