

Harmon Ranch Homeowners Association

Charter of the Rules and Regulations Committee

STATEMENT OF PURPOSE

The Board of Harmon Ranch Homeowners Association (HRHA) has formed a Rules and Regulations Committee to provide information and recommendations to the Board regarding any and all rules development or enforcement matters related to the Board's administration of the affairs of the Association in a manner that ensures Harmon Ranch is maintained as a model neighborhood in which to live. The HRHA Rules and Regulations Committee provide guidelines by which Harmon Ranch residents (homeowners and lessees) and guests are expected to conduct themselves in order to:

1. Ensure compliance with relevant provisions of the Texas Civil Code and City of Fort Worth, Texas Governing documents;
2. Protect the common interest and rights of all residents;
3. Promote a harmonious community within Harmon ranch;
4. Ensure orderly operations and use of the common areas for the good of all homeowners, residents and guests;
5. Enhance the common safety and living environment; and
6. Protect and enhance the value of Harmon Ranch homes.

In addition, the Rules and Regulations implement requirements of the Texas Civil Code pertaining to homeowners' association elections and election procedures. Election rules supplement the provisions of the Association's Bylaws pertaining to elections.

I. RESPONSIBILITY

The primary responsibility of the Committee is to recommend general and specific actions relating to HRHA's Rules and Regulations to the Board of Directors for its approval and implementation.

1. The Committee's scope includes assuring that the Rules and Regulations are consistent with the CC&R's and other Association governing documents, as well as current federal, state and local laws.
2. Review all Association governing documents and polices as they pertain to the Rules and Regulations and to violations/enforcement of the Rules and Regulations and to recommend changes in rules and/or policies as appropriate.
3. Recommend changes or additions to existing Rules and Regulations based on input from homeowners, recommendations from other

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committees, input from staff, new laws and regulations or other information pertinent to the matter at hand.

4. Promulgate enforceable and sensible Association Rules and Regulations for approval by the Board.
5. Propose policy and procedures for reporting violations and actions for their resolution.
6. Propose a system of fines or other disciplinary actions appropriate to the nature of each violation and/or citation.
7. Establish procedures to optimize homeowner and staff knowledge and familiarity with the Rules and Regulations enforcement procedures and with the violations and fines policies.
8. The Committee shall not financially or legally obligate the Association in any manner (i.e. contract for services, hire contractors, borrow money, purchase equipment and supplies, or approve requests on behalf of the Board) unless the Board specifically approves such action.
9. The Committee may be provided with confidential information regarding legal affairs of the HRHA such as prior contracts. The Chair has the responsibility for informing the members of their duty to confidentiality. The Chair, with input from the Board of Directors, will define confidential information as it is presented and relates to the Committee's work.

II. MANNER OF ORGANIZATION

A. General

1. The Rules and Regulations Committee shall consist of three (3) or five (5) or seven (7) voting members appointed by the Board of Directors upon recommendation of the Committee Chair.
 - When there is a three-member Committee, a quorum shall consist of two (2) voting members.
 - When there is a five-member Committee, a quorum shall consist of three (3) voting members.
 - When there is a seven-member Committee, a quorum shall consist of four (4) voting members.
2. If at any time a quorum is not present, the Committee may continue to meet as long as no formal votes are taken.

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3. Non-voting members may be appointed to the Committee by the Chair to inform and support its work relative to a specific aspect of a matter under consideration.
4. Committee members shall be owners and there will be only one member of the Committee per household.
5. Members of the households of sitting HRHA Directors will not be eligible for appointment to Committee membership to protect against any disproportionate influence on Committee and Board deliberations and actions.
6. A Committee member absent from two consecutive, regularly scheduled meetings shall no longer qualify for the Committee, unless excused by the Chair.

B. Terms

Rules and Regulations Committee members shall serve a term of two (2) years.

C. Chairperson

The Board shall appoint the Rules and Regulations Committee Chair. In the event the Chair is not in attendance at a meeting of the Committee at which a quorum is present, a majority of the Committee members shall elect a presiding Chair who shall be a voting member of the Committee and shall function as the Chair for that meeting.

D. Vacancies

The Board may remove a member of the Rules and Regulations Committee with cause. The Committee may vote to recommend to the Board the removal for cause of its Chair or any Committee member. Vacancies created for any reason shall be filled by Board appointment.

III. MANNER OF OPERATION

The Committee shall conduct its business in the best interest of the Harmon Ranch Homeowners Association and in accordance with its Charter, the Association's Articles of Incorporation, Bylaws and Declaration of Covenants, Conditions and Restrictions (CCRs).

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A. Functions of the Chair

Functions of the Chair (or the presiding officer of the meeting) shall include the following:

1. Identify homeowners for membership on the Rules and Regulations Committee and present their names for approval to the HRHA Board along with the rationale for their selection.
2. Coordinate and supervise Committee activities and meetings to assure responsibilities are met.
3. Present written Committee reports (see C. below) to the Board in time for Board meeting document distribution and review.
4. Assure that records and minutes are submitted to and retained in the Management Company Business Office.
5. Represent the Committee to the Board or assign a member of the Committee to this role if the Chair is unable to be present at a Board meeting.
6. Prepare recommendations of the Rules and Regulations Committee for Board action or approval in writing and for presentation at the meeting of the Board of Directors.
7. Appoint a Committee member as recorder at all meetings.
8. Participate in Board discussions on matters within the scope of the Rules and Regulations Charter.

B. Meetings

1. The Committee shall meet as required to transact the business of the Committee. Meetings shall be posted and will be open meetings in accordance with Civil Code and governing documents of the Harmon Ranch Homeowners Association. The Chair will make a reasonable attempt to schedule meetings of the Committee with at least four (4) days' notice but is not mandatory.
2. The Committee shall, at its own discretion, determine the agenda and conduct of all meetings of the Committee with input from the HRHA Board as required.

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3. If a meeting is open, it is deemed open only to the Association's membership, Board of Directors, Management Company representative or assigned staff member as required, and any invited guests deemed necessary to assist in the business of the meeting. No person who is not a homeowner has a right to attend meetings of the Committee.

C. Reporting and Channels of Communication

1. The Committee shall submit to the Board a written report on Committee activities, in a format acceptable to the Board. This report shall include at least the following:
 - a. Dates of meetings held
 - b. Attendance
 - c. Agenda
 - d. Recommendations requiring Board action or approval
2. The recorder shall prepare and submit minutes of Committee meetings for review first to the Chair and then to Committee members for review. Minutes of previous meetings will be an agenda item on the next scheduled Committee meeting.

Committee Charter Approved by the Board: George Ammer Jr. 8Feb19

Secretary: 