

## **Charter of the POA Bylaws Committee**

**1.0 PURPOSE:** This charter establishes the POA Bylaws Committee to address one of the projects approved by the POA membership for a focused review of the existing POA Bylaws. It is expected that the review will lead to recommendations for modernization of the bylaws in terms of improved management processes and enhanced community development. This committee will work closely with property owners and POA board members to address the critical issues associated with the adequacy of the existing version of the POA Bylaws.

**2.0 BACKGROUND:** This committee is established at the direction of the CCS board to support the CCS community development planning process. Some factors to consider during the review include but are certainly not limited to:

- POA liability ---- what risks must we manage
- Potential conflicts of interest (COI) that need managed
- Board member election process (transparency, integrity, etc.)
- Linkage of the bylaws to the existing deed restrictions
- Possible constraints on board membership to maintain independent decision-making by directors
- Other factors as determined by the committee

**3.0 APPLICABILITY AND SCOPE:** The committee supports the CCS board objectives and the CCS community development vision and mission. The committee will analyze and define the essential elements associated with the POA Bylaws. As part of this process it will:

- 3.1** Examine requirements that good POA bylaws should meet (what should the bylaws accomplish)
- 3.2** Analyze the current bylaws – perhaps compare to selected benchmarks
- 3.3** Recommend additions, deletions, changes to improve bylaws
- 3.4** Act in an advisory capacity to the CCS POA board for changing the bylaws

**4.0 RESPONSIBILITIES:** The committee will:

- 4.1** Coordinate activities, recommendations, and actions with CCS POA corporate board to ensure consolidation and synergy of efforts.

- 4.2 Request assistance from the board as needed.
- 4.3 Report to the CCS board periodically on progress (most likely as an agenda item at a regular board meeting).
- 4.4 Upon completion of the review, provide a set of specific recommendations for improving the POA Bylaws.

**5.0 MEMBERSHIP AND CHAIRPERSON RESPONSIBILITIES:**

5.1 Initial committee membership as determined by volunteers at the April 2007 annual meeting are:

Mickey Moore     Chairman  
Bruce Weir        Member

5.2 The Committee Chairperson will:

- 5.2.1 Appoints additional committee members as needed
- 5.2.2 Assign committee tasks as needed
- 5.2.3 Convene committee meetings
- 5.2.4 Approve the meeting agenda and minutes
- 5.2.5 Brief members of the CCS POA Board and property owners as appropriate

5.3 Committee members will perform assigned tasks and attend meetings as necessary

**6.0 MEETINGS:** The committee will meet as needed in person or virtually (e.g., computer, phone, etc.).

**7.0 EFFECTIVE DATE AND IMPLEMENTATION:** This charter is effective upon approval. This charter will be reviewed at least quarterly by the CCS POA board for currency.

/S/

Hessie Brawley  
Chairman, CCS POA Corporate Board

Date: 4 Aug 07