

**HARRISBURG ESTATES OWNERS ASSOCIATION
ADMINISTRATIVE POLICY RESOLUTION #14
DOCUMENTS COMMITTEE PURPOSE AND STRUCTURE
SEPTEMBER 17, 2015**

WHEREAS Article VI of the Amended By-Laws in 2004 and Utah Code Section 16-6A-817 grant authority to the governing Board, to designate one or more committees to exercise certain limited authority in conducting the affairs of the corporation, in this case the Documents supporting the affairs of the Association.


The Board has determined it is in the best interest of the corporation to develop and retain a growing body of knowledge and expertise with respect to the governing documents of the HEOA and the relevant state laws regulating its governance and operation,

The Board recognizes that body of knowledge and expertise cannot be reasonably obtained by each newly elected Board member, and needs to be retained consistently from one elected Board to the next, For this purpose the Board is forming a Documents Committee.

LET IT BE RESOLVED that the Documents Committee of Harrisburg Estates Owners Association (HEOA) shall not operate to relieve the governing board or any individual Director of any responsibility imposed upon it by law. The Documents Committee shall operate within the framework of policy, purpose and structure as defined below.

- 1) The Documents Committee may consist of any number of members.
- 2) Each member of the Documents Committee shall be a Member of Harrisburg Estates.
- 3) The HEOA Board will assign at least one Board member to serve as liaison to this Committee
- 4) The Documents Committee will continue from Board to Board.
- 5) Any member of the Documents Committee may be removed from the Committee by the Board of Directors in accordance with the Amended By-Laws – 2004, Article VI, Section 2.
- 6) All officers of the Documents Committee are to be selected by Committee members and provided to the Board for approval.
- 7) The Committee Chair will ensure all meeting dates-times are posted.
- 8) Committee Members serve at the direction and guidance of the Board. Directives given to the Committee by the Board take priority over any committee decisions or preferences.
- 9) The HEOA Board will inform the Documents Committee Chairman of specific Documents items the Board would like reviewed.
- 10) All recommendations for Documents changes by the Committee will be submitted to the Board for review and approval. Any communication of said recommendations to the Association Membership shall be provided by the Board after their review and approval.

Recorded in the Book of Resolutions May 19, 2012, signed by Gary Blanchette, President, Board of Directors

Updated:  Bob Colman, President Board of Directors, Harrisburg Estates Owners Association, September 17, 2015