

Broadlands Association, Inc.

Committee Charter Technology Committee

WHEREAS, the Declaration for Broadlands Association, Inc. (the “Declaration”), the Articles of Incorporation for Broadlands Association, Inc. (the “Articles”), the Bylaws for Broadlands Association, Inc. (the “Bylaws”), as amended, and Community Codes, collectively known as the Governing Documents, provide that the Lots are subject to the Governing Documents of Broadlands Association, Inc. (the “Association”); and

WHEREAS, Article IV, Section 4.1 of the Bylaws provides that “the business and affairs of the Association shall be managed by the Board of Directors (“Board”); and

WHEREAS, Article VII, Section 7.2 of the Declaration, establishes that the Board of Directors may create and abolish from time to time such other committees consisting of two or more persons as the Board may deem appropriate in the administration of the affairs of the Association;

THEREFORE, it is hereby RESOLVED THAT the following committee charter, collectively entitled Broadlands Technology Committee Charter, is hereby adopted.

I. Responsibilities and Limits

- A. The primary purpose of the Technology Committee is to provide technological solutions for community communication and interaction.
- B. The Technology Committee shall propose an annual budget request detailing planned expenses for the coming year and present it to Management and the Board of Directors for review each August. The Board will determine the exact amount of the Committee’s budget.
- C. The Committee shall present a bimonthly report to the Board detailing expenses and activities. The report will be due the Wednesday prior to the Board Meeting.
- D. The Committee will present all contracts to Management and the Board of Directors for review and approval. Committee members may not enter into contracts on behalf of the Board.

II. Eligibility

- A. Committee members shall be property owners and who are in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with Broadlands Association, Inc. (“Association”).

III. Appointment & Terms

- A. The Committee shall consist of at least three (3) persons and such members shall be appointed by the Committee chair who will be appointed by the Board of Directors for a term of three years.

IV. Removal

- A. The Board of Directors may remove any Committee member, including the chairperson, at any time.
- B. The Committee may make recommendations to the Board of Directors regarding the removal of Committee members.
- C. Committee member may be removed, upon written notice from the Committee chairperson, for failure to attend three (3) consecutive Committee meetings.

V. Election of Officers

- A. The Board shall appoint the Chairperson of the Committee. Members of the Committee may make recommendations to the Board of Directors for the appointment of a Chairperson upon expiration of the current term. Other officers of the Committee may be appointed by the Committee membership. The Committee may elect a Vice Chair who shall be responsible for the duties of the Chairperson in his or her absence and a Secretary who shall be responsible for recording accurate minutes of the Committee's meetings and submitting them to the General Manager, in a timely manner. Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of Committee member attendance and all votes of the Committee.
- B. The Chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee. The duties of the Chairperson may also include, but may not be limited to the following:
 - Develop the meeting schedule and prepare meeting agendas;
 - Provide each Committee member an opportunity for input;
 - Ensure Committee members and those attending are treated fairly and with respect, including when necessary ordering offending members or attendees to leave the Committee meeting;
 - Assign Committee members tasks as necessary.
 - Serve as the liaison to the Board and represent the Committee to the Board on any matters;
 - Serve as the liaison to the General Manager and represent the Committee at any meetings with the General Manager;
 - Ensure that the Committee is performing duties as detailed in this resolution and requested by the Board of Directors.
 - Ensure that notices of Committee meetings are provided in accordance with this Resolution.

VI. Meetings

- A. Time, Place, Notice. Committee meetings shall be held in a recognized meeting place of the Association. All Committee meetings shall be open to the Association membership. The Committee Chairperson shall ensure that all Committee meeting dates of the Committee are listed in the newsletter (when possible) or publicized through any other means of posting that the Board deems appropriate.
- B. Cancellation, Rescheduling of Meetings. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee Chairperson shall notify the management staff as soon as possible so that the membership can be reasonably notified. The Committee Chairperson shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings.
- C. Meeting Minutes. Minutes shall be taken of each Committee meeting. Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of Committee member attendance and all votes of the Committee.
- D. Voting. A majority vote of members while a quorum is present shall constitute a decision of the Committee. All voting shall be conducted in open session.
- E. Resident Input. The Committee Chairperson shall designate a time period on each meeting agenda for resident input.
- F. All Committee meetings shall be conducted generally in accordance with Robert's Rules of Order.

VII. Communications

- A. The Committee Chairperson, or their designee, will provide a bimonthly report to the General Manager no later than noon on the Wednesday prior to a regularly scheduled meeting of the Board of Directors. The Committee is encouraged to present Committee recommendations, update the Board on pending Committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding committee assignments.
- B. The Committee is expected to maintain regular communications with the Board of Directors and with the General Manager.
- C. It is expected that the Committee will provide accurate and timely information about its activities for publication in the newsletter and other communication vehicles of the Association. It is the responsibility of the Committee to ensure that this information is updated on a regular basis.

VIII. Sub-Committees

- A. The Committee may designate volunteer sub-committees to work on specific projects on behalf of, and at the direction of, the Committee. Sub-committee volunteers are not voting members of the Committee unless they have been appointed as such in accordance with Section III of this resolution.