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## PROPERTY POLICY COMMITTEE FUNCTIONS AND POLICY MANUAL

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*This Functions Policy Manual was adopted by the HGMD Board of Directors on  
March 22, 2018*

### I. BACKGROUND

The Property Policy Committee is a standing committee authorized by the Heather Gardens Metropolitan District (HGMD) Board of Directors.

The Property Policy Committee recognizes that HGMD and the Heather Gardens Association (HGA) have entered into a Management Agreement which authorizes HGA to operate and provide daily management of the properties of the HGMD.

### II. AREAS OF CONCERN

This committee will make recommendations to the HGMD Board of Directors regarding miscellaneous HGMD properties including, but not limited to, Linvale Place, RV Lot, Garden Plot, Maintenance Building location, and all land within the physical boundaries of the District not specifically belonging to the HGA.

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The Property Policy Committee acknowledges other HMGD standing committees and will defer to other standing committees property issues regarding those areas. That is, property policy matters dealing with the Golf Course and the Clubhouse/Restaurant will be referred to those committees and not be considered by the Property Policy Standing Committee.

### III. RESPONSIBILITIES

- A. **HGMD PRESIDENT.** Appoints, with Board approval, a HGMD Director to serve as chair of the Property Policy Committee.
- B. **HGMD BOARD.** Ratifies Committee Chair Appointment. Refers suggestions for property policies to the standing committee. Acts on recommendations of the Committee.
- C. **CHAIR.** Chairs meeting of the Property Policy Committee. Appoints all committee members. Committee members have volunteered for a specific term and the Chair generally accepts the members of the standing committee. The Chair appoints new members when terms expires. The Chair also counsels with residents, other HGMD Board members, the HGA General Manager, the HGMD attorney (as appropriate) and interested parties regarding Property Policy.

### IV. PROCEDURES

#### A. COMMITTEE STRUCTURE

- 1. **CHAIR.** A member of the HGMD Board of Directors appointed by the President.
  - 2. **COMPOSITION.** The Chair, the General Manager of HGA (without vote), and a minimum of four (4) and a maximum of seven (7) electors of the District. Quorum is three (3).
- B. **MEETINGS.** The committee will meet only as needed and when specific item is referred to the committee by the HGMD Board. Notice of meetings, when called, will be posted in areas designated for HGMD meetings.
  - C. This committee is strictly a policy recommendation and review committee.