



## North Lake Estates HOA Draft Advisory Committee Charter

Effective Date:

State of Texas

### **Article I – Purpose**

The Advisory Committee is established to serve as a liaison between homeowners and the Board of Directors of North Lakes Estates HOA. This committee provides non-binding recommendations, gathers homeowner feedback, and assists in improving community engagement. It operates strictly in an advisory capacity, with no independent decision-making authority.

### **Article II – Authority & Compliance**

This committee functions under the authority of the Board of Directors and must comply with:

1. Texas Property Code Chapter 209, particularly provisions related to HOA transparency and governance.
2. The HOA's governing documents, including the Declaration of Covenants, Conditions, and Restrictions (CC&Rs), Bylaws, and Rules & Regulations.
3. Any directives or limitations set forth by the Board of Directors.

### **Article III – Responsibilities**

The Advisory Committee shall:

1. Solicit homeowner input on community concerns and present findings to the Board.
2. Research and propose potential improvements, policies, or initiatives for Board consideration.
3. Assist in fostering transparency and communication between homeowners and the Board.
4. Support community engagement efforts, including events, surveys, or educational initiatives.
5. Provide non-binding recommendations on issues assigned by the Board.

### **Article IV – Membership**

Section 1: Composition



- The committee shall consist of [3-7] homeowners in good standing (i.e., current on dues and not in violation of HOA rules).
- A Board member may serve as a non-voting liaison but cannot chair the committee.
- The committee shall elect a Chairperson to organize meetings and report to the Board.

## **Section 2: Appointment & Removal**

Members shall be appointed by the Board for a [1- or 2-year term], subject to renewal.

The Board reserves the right to remove committee members for:

- Non-participation, misconduct, or actions contrary to the HOA's best interests.
- Failure to follow this charter or HOA rules.

## **Article V – Meetings & Reporting**

The committee shall meet at least quarterly or as directed by the Board.

Meeting minutes shall be maintained and submitted to the Board for review.

Committee recommendations shall be presented in a written report before the Board considers action.

As required by the Texas Property Code § 209.0051, if the Board discusses or votes on committee recommendations, such discussions must occur in a properly noticed open Board meeting, unless legally exempt.

## **Article VI – Limitations**

The committee cannot make binding decisions, enforce HOA rules, or enter into contracts.

Members shall not speak on behalf of the HOA or Board without prior authorization.

The committee may not access confidential homeowner information or financial records.

## **Article VII – Code of Conduct**

- Members shall act in good faith, maintaining professionalism and respect in all interactions.
- Conflicts of interest must be disclosed, and members must recuse themselves when necessary.
- Discussions and recommendations should remain factual, constructive, and free of personal bias.



## Article VIII – Amendments & Dissolution

1. The Board of Directors may amend this charter at any time.
2. The Advisory Committee may be dissolved at the Board's discretion if it is no longer serving its intended purpose.

**By accepting membership on the Advisory Committee, each member acknowledges that they have read and will adhere to this Charter & Bylaws, including the mission statement, rules of ethics, non-disclosure agreement, and dispute resolution clauses.**

Adoption of the Charter

This HOA Advisory Committee Charter is adopted by the Board of Directors of North Lake Estates HOA

Signed:

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[Board President Name]

President, [HOA Name]