



## **Bylaws and Covenants Review Committee Charter – Sherwood Forest Homeowners Association**

### **I. Introduction**

The purpose of this charter is to establish and define the responsibilities, authority, and structure of the Sherwood Forest Homeowners Association (SFHOA) Bylaws and Covenants Review Committee (BCRC). This committee was formed to address specific tasks and initiatives within the community, fostering collaboration among homeowners and ensuring the effective management of shared resources.

### **II. Committee Name**

The committee shall be known as the Sherwood Forest Homeowners Association Bylaws and Covenants Review Committee, hereinafter referred to as the "BCRC"

### **III. Purpose**

The BCRC is established as a standing committee of the SFHOA Board of Directors (BOD) with the primary purpose of ensuring the effectiveness, relevance, and compliance of the association's bylaws, covenants, conditions, and restrictions (CC&Rs). The committee shall conduct periodic reviews, propose amendments, and provide recommendations to enhance clarity, enforceability, and alignment with the evolving needs and priorities of the community.

### **IV. Scope of Responsibilities**

The BCRC shall have the following responsibilities:

- a. Review and analyze the existing bylaws, covenants, and CC&Rs of the SFHOA to identify areas for improvement, clarification, or update.
- b. Solicit feedback, input, and suggestions from homeowners, legal advisors, and other stakeholders regarding proposed amendments or revisions to the governing documents.
- c. Research and benchmark industry best practices, legal standards, and regulatory requirements related to homeowner associations and community governance.
- d. Draft and propose amendments, modifications, or additions to the bylaws, covenants, and CC&Rs as deemed necessary to address identified deficiencies or accommodate changing circumstances.
- e. Ensure that proposed changes to the governing documents are consistent with the HOA's mission, objectives, and statutory obligations.
- f. Conduct thorough reviews and assessments of proposed amendments, including legal and procedural implications, prior to recommending adoption or rejection by the HOA Board of Directors.
- g. Facilitate the communication, education, and dissemination of information to homeowners regarding proposed changes to the governing documents and the rationale behind such proposals.
- h. Maintain accurate records, documentation, and archives of all committee activities, proposals, amendments, and correspondence related to the review of bylaws and covenants.
- i. Provide the BOD and community with updated Bylaws and Covenants once approval has been granted through the existing approval process within the Bylaws.



## **V. Committee Composition**

The BCRC shall consist of three (3) to five (5) diverse group of homeowners who demonstrate a strong understanding of governance principles, legal concepts, and community dynamics. The committee members shall be appointed by the HOA Board of Directors and may include individuals with legal expertise, experience in community associations, or a vested interest in promoting fair and equitable governance practices. The committee shall strive to maintain a balanced representation of different perspectives, demographics, and neighborhoods within the community.

## **VI. Meeting Frequency and Quorum**

The BCRC shall meet regularly, at least once per quarter, or more frequently as necessary to fulfill its responsibilities and objectives. A quorum shall be established when a majority of committee members are present at a meeting. Meetings may be conducted in person, virtually, or through other means deemed appropriate by the committee.

## **VII. Reporting Structure**

The BCRC shall report directly to the HOA Board of Directors. The committee shall provide regular updates, reports, and recommendations to the board on proposed amendments, revisions, or improvements to the governing documents. A committee chairperson will be appointed by the BOD. The committee chairperson or designated representative shall attend HOA board meetings to present committee updates and respond to inquiries from the board members.

**VIII. Code of Conduct and Confidentiality:** Committee members shall adhere to the highest standards of professionalism, integrity, and ethical conduct in the performance of their duties. Members shall respect the confidentiality of sensitive information discussed during committee meetings and exercise discretion when communicating with homeowners, vendors, and other stakeholders. The BOD may remove any committee member for violating any section of this charter by a simple majority vote of the BOD.

**IX. Amendment and Review:** The BCRC charter shall be reviewed annually by the BCRC in consultation with the HOA Board of Directors. Amendments to the charter may be proposed by the committee or the board and shall require approval by a majority vote of the board.

**X. Adoption and Acknowledgment:** This BCRC charter shall be adopted upon approval by the HOA Board of Directors and distributed to all committee members for their acknowledgment and adherence.

**Chairperson: Mike Dunning- Resigned 5/31/2024**

**Members: TBD**

**Approved by the HOA Board of Directors on February 26, 2024**