



Grand Haven at Alcovy Mountain HOA Committee Operating Rules

1. All Committees must submit a brief report on the first day of each month to the Board Secretary. It should include a summary of any significant activities or events for that committee, any funds either gathered or distributed.
2. All Committees must establish a chairperson, an assistant chairperson, and if needed a secretary. The HOA board must be notified who those people are or if there is any change.
3. Committees should develop documentation on their operations or event organization activities that can be passed on to future chairpersons.
4. If a committee is gathering funds, a summary of the purpose and a proposed budget must be submitted to the HOA Board for their approval.
5. If a committee desires to use the clubhouse facilities, a request must be submitted to the HOA Board for approval at the regular scheduled meeting. In case of a sudden need, they can contact the HOA President, who may work with the other board members for approval or denial.
6. If a committee is raising funds for any special project, if the amount is over \$500.00, that excess must be turned in to the HOA Treasurer who will deposit it and keep track of the committee's balance.