

## **HOUSE COMMITTEE**

1. The House Committee shall make advisory recommendations the Board concerning the long range maintenance and improvements to the Club.
2. The House Committee shall stay informed of the condition and needs of the club in order to make recommendations to the Board which may involve capital investments or budgetary changes. All recommendations must be identified with the reserve account unless provided for in the annual operating budget.
3. The preparation of the annual budget for the maintenance and improvement of the club shall be coordinated with the Manager and Treasurer before submission to the Finance Committee.
4. Any recommendations regarding improvements and/or maintenance to the club shall be discussed and coordinated with the Manager before presentation to the Board for action. To the extent possible, the Manager should attend and participate in the Committee meetings.
5. The Committee shall make advisory recommendation to the Board concerning the recreation, social and educational activities of the club; to establish and monitor all such activities for the benefit of High Country West residents.
6. The House Committee shall be in charge of all long range planning of the Association, together with the Finance Committee with which it shall cooperate in joint meetings and shall responsibility therefor. Together, they shall make written recommendations to the Board. Such recommendations shall include the improvement contemplated, the cost of same, the contractors to be hired and how the money to finance same is to be raised.
7. The Committee shall promote good communications within the community and to make recommendations to the Board concerning community matters. To that extent, it shall participate in the improving the effectiveness of the Emergency Preparedness and Neighborhood Watch Programs.
8. All complaints received by the Board shall be referred to the Committee which shall conduct fair and impartial hearings to all sided in the dispute; it shall attempt to reconcile the parties and to the extent possible arbitrate a settlement. No member of the Committee shall sit on any dispute in which the member is a party or vote on any recommendation concerning same. A recommendation in writing shall be made to the Board on each grievance heard, stating the names of the parties, the particular grievance, the findings of the Committee and basis of such findings. In the event the matter is not satisfactorily resolved by the parties and action by the Board is necessary, it shall be the duty of the Committee is advise the Board if the decision of the Board is being carried out.