

## **CHCIA Committee Guidelines and Procedures**

- All CHCIA committees must be open to all property owners.
- Upon formation of a committee, it is recommended that goals and procedures be established pertaining to that committee to present to the Board (when applicable or not established in the Deed Restrictions).
- Committee Chairpersons are expected to communicate with their assigned BOD liaison on a monthly basis so that they can report back to the Board. They should communicate more frequently if needed. Events that are a once-a-year event should communicate with their liaison/Board member during planning of event and after the event for a final summary of the event instead of monthly.
- Any anticipated expenses over \$50 must be pre-approved by the Board.
- All committees must be self-supporting unless monies have been designated through the CHCIA Annual Budget.
- After an event, chairpersons must fill out a report form that documents actual expenses and profits.
- All expense vouchers must be completed and turned in no more than 30 days after the event. On the occasion that the event is within 30 days of December 31<sup>st</sup>, the voucher should be turned in by December 31<sup>st</sup>. Copies or original receipts must be attached.
- Committees must abide by all rules governing usage of community properties.
- Any information/printed materials for distribution to property owners must be approved prior to distribution.
- Committees must not allow signage that does not comply with CHCIA guidelines.