

## Heritage Grand Homeowners Association, Inc. Organizational Structure

*The purpose of this Board-generated document is to, as concisely as possible, present to new homeowners the organizational structure (groups, procedures, authorities) in place for Heritage Grand.*

The Texas non-profit corporation "Heritage Grand Homeowners Association, Inc." (also known as HGHOA, Heritage Grand, HG, the Association) was chartered 7/11/2002 as a homeowners association for our residential single-family development in Fort Bend County. Fully built out by 2009, the development consists of 552 stand-alone homes and 98 townhomes in 49 buildings (the Americanas duplexes) for a total of 650 residences.

Heritage Grand is operated under the direction of the following governing documents (listed in order of governing priority):

- The Texas Property Code – the Texas Legislature requirements for HOAs and is *revised by Texas Legislature laws*
- Heritage Grand is one of three HOAs within the Cinco Landscape Reserves (the "Master Association" per the HG Declaration) and therefore is subject to the Cinco Landscape Reserves Declaration of Covenants, Conditions, and Restrictions
- The Declaration of Covenants, Conditions, and Restrictions for Heritage Grand as filed 10/10/2002 (aka the Declaration, CC&Rs)  
*(Revisions or modifications of this document requires a 67% affirmative vote of the 650 homes.)*

In addition, once filed with Fort Bend County, the current version of following are part of the governing documents:

*(These documents may be revised or modified by a majority vote of the HG Board and require no prior notice to homeowners before action.)*

- Amended and Restated By-Laws of Heritage Grand Homeowners Association, Inc. (filed with Fort Bend County 1/31/2022)
- Architectural and Landscaping Rules & Regulations (ALR&Rs) of Heritage Grand Homeowners Association (filed 6/17/2022)
- Association Rules & Regulations (filed 1/21/2022)
- Clubhouse Rules & Regulations (filed 1/21/2022)

Our HOA has been managed by a five-member homeowner-elected Board of Directors (the Board) since turnover by the developer. The purpose of the HOA and therefore the mission of the Board is to protect the value and desirability of the real property for the benefit of each and every owner.

The regularly scheduled meetings of the Board are on the second Monday of each month. With certain exceptions (ARC, Voting), all Board and Committee meetings are open to the public. (The public's having "voice" at these meetings, however, is allowed only at the express invitation of the meeting's leader.) In addition, special meetings for specific subject matter may be utilized. Prescribed notice (time, agenda) of all Board meetings (regular or special) is required.

The Board utilizes a managing agent (currently FirstService Residential) to assist it in clubhouse staffing operations and facilities management, accounting, and rules & regulations compliance administration.

With the exception of the employees of the managing agent, all personnel involved in the operation and management of the Association are homeowner volunteers, and each have individual opinions. HOA decisions, however, are the collective, majority vote judgements by the Board.

Six Board-established standing committees that report to the Board support the Board in its efforts are as follows:

- Activities Committee (Activities)
- Architectural Review Committee (ARC)
- Financial Operations Committee (FOC)
- Maintenance Committee (MC)
- Operations Committee (Operations)

- Voting Committee

Special committees or teams may be formed if the Board considers them useful.

The purpose and primary duty of any Committee is to advise and assist the Board in making informed decisions which will better serve the needs of the membership. All final decisions rest with the Board. Committees do not establish policy. They instead gather and evaluate useful information to make informed recommendations to the Board. Through use of committees, more varied opinions and more expert input might be received than if the decision were completely administered by the Board.

Each successful Committee is made up of a group of individuals who join together for a common purpose. Because the members must interact with each other, other committees, Clubhouse Management and Staff, and the Board, it is imperative that they commit to work together. "Private agendas" might benefit agenda-setting, but are typically damaging to group interactions due to destruction of the common purpose of considering all sides in discussions. To maintain Committee cohesiveness, individuals not willing to accept decisions/recommendations once reasonably debated may be asked to leave the Committee.

There are no term limits associated with committee membership or leadership. Committee leadership is committee-nominated and Board approved, and all members serve at the pleasure of the Board.

To aid in organizational communications, the Board has assigned to all committees (except for the Voting Committee) a Board member that serves as a communications liaison strictly for the convenience of the committee. This liaison is neither a committee member (has no say or vote in committee decisions) nor is part of any chain of command between the committee and the Board.

### **Committee Mission:**

The mission (core purpose) of the various committees (plus certain additional information) are as follows:

- The Activities Committee's mission is to enhance the lives of Heritage Grand residents through activities and entertainment.

Subcommittees of the AC include: Welcome Committee and Sunshine Committee. Clubs include: Veterans, Drama, Garden, Book, Writers, Bible Study and any organized group of 10 or more members if approved by the AC.

- The Architectural Review Committee's mission is to administer the homeowner implementation of the Architectural R&Rs without being arbitrary, capricious, or discriminatory.

The ARC's organization is specially defined by the Declaration to be three voting members appointed by the Board. ARC approvals of homeowner architectural applications are not reviewable by the Board; application denials may be appealed to the Board.

- The Financial Operations Committee's mission is twofold:

Financial overview: to review financial documents for accuracy and to recommend policies, procedures, and documentation improvements in relation to HG financial affairs; to recommend HG investment, cash management, and insurance vehicles; and to insure equity of income and expense allocations among the three HG asset groupings: (1) Americanas duplex housing, (2) stand-alone housing, and (3) the full community.

Business Practices: to assist the Board with governing documents development and review of the Board's accurate implementation of these directives.

- The Maintenance Committee's mission is to oversee the Association's physical assets (maintenance) and Association-provided services, optimize expenses, and formulate necessary contracts for approval by the Board. Asset documentation management is designed and maintained. In addition, Board-requested facility studies are made.

Standing sub-teams of the MC currently include: Clubhouse, Landscaping, Irrigation, Streets/Gutters/Sidewalks, Pumps, Ponds, Pool & Fountains, House Painting, Gates, and Documentation. (Temporary project teams are also formed when needed.)

- The Operations Committee's mission is to oversee issues, facility needs, and operational tasks associated with the clubhouse and clubhouse grounds.
- The Voting Committee's mission is to fairly administer Board and other HOA-wide elections or petition responses for the benefit of the Association.

#### **Responsibilities, Activities, and Authorities:**

- Homeowners:
  - Volunteer and support Heritage Grand undertakings
  - Attend HOA events and meetings when desired or possible
  - Raise concerns about Board (or committee) decisions when believed needed
  - Support the Association leadership (speak up, step up)
  - Collectively elect the Board through participation in annual elections
  - Remove Board members (if necessary) through governing document-defined processes
- Committee Members:
  - As a homeowner, all the items listed above
  - Make your opinion known but, once a collective decision is made, join with the group decision (or, if this is not possible, resign from the committee)
- Board Members:
  - All the above in an effective and efficient manner, and as transparently as specifics allow. (Note: *Individual* Board members have no additional authority above any other homeowner; collective majority Board action, however, directs the Association going forward.)
  - Obtain homeowner input when appropriate. Communicate.
  - Conduct meetings per the particular meeting's rules of order (Board meetings have different constraints than Homeowner "town hall-type" meetings).

#### **Interaction Within or Among Committees:**

- When "pinch points" are identified between committees, the issue will be brought to the Board for clarification of committee-to-committee interaction and responsibility

Boundaries definition and interactions between/among committees and the Board is defined by the Board.

#### **Interaction Between Committees and the Board:**

- Committees are to recommend actions they believe the Association should take.
- Committees are to publicly raise concerns about Board decisions and actions where appropriate.
- Board to clearly delegate authority for committees as necessary.
- The Board has delegated spending authority to certain committees and the managing agent. (See the Board Spending Authority Delegation guideline for specifics.)

This Board-owned guideline was ratified by majority Board vote on 7/12/21



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(Board Secretary)

**Carol Hankins, Board Secretary**

This guideline is revised from a previous version ratified on 2/10/20.  
Acknowledgement of the By-Laws, Association R&Rs, Clubhouse R&Rs, and Architectural and Landscaping R&Rs documents re-filing was updated 4/10/23.