

DOC #2017063525



Certificate of Corporate Resolution
Advisory Committee for Analysis and Planning

In a regular meeting of the GH POA Board of Directors, duly called in accordance with Fourth-amended Bylaws, Article 3, and held on June 29, 2017, the following resolution was offered, and adopted:

WHEREAS, within the physical/financial structure of the Grand Harbor Property Owners Association (the Association), the Board of Directors (the Board) has long held the practice of establishing and utilizing various service committees in the business management of the Association, and

WHEREAS, each committee, composed of GH POA property-owner volunteers, is chartered and tasked to perform in essential advisory or functional support roles to the Board, and

WHEREAS, occasionally committee structures and assignments must be reconstituted or otherwise altered to better support the Board in the ever-changing operating environment of the Association the Board serves, and

WHEREAS, the Board has the authority to: "Exercise other powers necessary and proper for the governance and operation of the property owners' association," under Texas Property Code Section 204.010, "Powers of Property Owners Associations," and the Association's Fourth Amended By-Laws Article 5, "Committees,"

THEREFORE, IT IS RESOLVED: On behalf of the Grand Harbor Property Owners Association Membership, this Board officially defines and enable a new committee to execute assigned duties and responsibilities, and

IT IS FURTHER RESOLVED: The Committee shall have the title of "Advisory Committee for Analysis and Planning," therewith conveying the vital role it is set to accomplish according to the Committee's Charter attached to this Resolution.

IT IS FURTHER RESOLVED: This resolution supersedes and replaces the resolution entitled "Long Range Planning Committee" dated March 3, 2016 and the resolution entitled "Community Based Improvement Committee" dated November 19, 2015 and dissolves the Long Range Planning Committee and Community Based Improvement Committee.



ADVISORY COMMITTEE FOR ANALYSIS AND PLANNING FOR NEW ASSETS ACQUISITION AND CAPITAL IMPROVEMENTS

INTRODUCTION

Grand Harbor is a private, Lake Conroe area community consisting of 1,000+ single-family residential properties, along with the supporting roads and drainage infrastructure for a water-front subdivision. Within the physical/financial structure of the Grand Harbor Property Owners Association (GH POA or the Association), the Board of Directors (BOD or Board) has long held the practice of establishing and utilizing various service committees in the business management of the Association. In accordance with GH Bylaws Article 5, each committee, composed of GH POA property-owner volunteers, is chartered and tasked to perform in essential advisory or functional support roles to the Board.

ROLE OF THE GH POA ADVISORY COMMITTEE FOR ANALYSIS AND PLANNING

The role GH POA Advisory Committee for Analysis and Planning (ACAP or the Committee) first entails developing or compiling information and data, then analyzing such intelligence to eventually provide Committee findings, planning and/or other work product to the BOD. In doing so, they share with the Board the acquired insight and guidance vital to executing the affairs of a well-managed Association. The principal Committee areas of focus are:

- a. Capital Improvement of Existing Assets, which is defined as the revision/upgrade of an existing item or architectural feature, usually at significant expense, not for needed maintenance or repair or replacement, but for the betterment of performance or appearance e.g., GH Blvd Back Gate upgrade.
- b. Acquisition of New Association Assets, which is defined as major new components of Association Infrastructure likely funded through Special Assessments or private fund-raising, such as new Flush Valves/Fire Hydrants.

As the only POA committee assigned to address this variety of subjects, to be successful the ACAP will need to astutely and effectively channel and use its major resource - the spirit and motivation of those Committee members who have volunteered their time and talent.

ACAP CHARTER

The Advisory Committee for Analysis and Planning is duly formed and authorized by the GH POA Board of Directors to assist and complement them in carrying out the duties and responsibilities of the Association. In Chairperson-managed group activities culminating with



delivered products, along with inter-personal and public communications (e.g., Board meeting reporting), the ACAP shall:

- **Provide the BOD with assistance and guidance after:**
 - Assessing a variety of needs of the Association on a longer-term timeframe
 - Developing specific project products containing appropriate information, priorities, pitfalls and project timing
 - Working with FPOC, critiquing the POA's ability to financially support and allocate available resources to candidate projects' follow-on phases.
- **Survey and analyze the Association's needs and aspirations** over a five-year horizon such as:
 - Potential enhancement/improvements to existing infrastructure components and other items that may come to the attention of the Committee,
 - Possible addition of new GH amenities based on Association surveys
- **Plan and report on extended-term issues** (beyond five years) as specifically tasked by the BOD.

ACAP recommendations, plans, products and advice are subject to the Board's acceptance followed by approval (on occasion and in a manner to be determined by the Board as per the Bylaws) of the Association membership.

ACAP PERFORMANCE DUTIES AND RESPONSIBILITIES:

- a. The Committee shall initiate individual tasks or larger projects from written instructions provided by the Board that outlines for the Committee the purpose/scope of a project or task, end products requested and the overall duration of the activity. (See attached example)
- b. The Committee Chairperson shall determine the member assignments to specific tasks/activities, taking into consideration the time and talents available from the Committee members. If personal interest or expertise is not on the Committee, the Chairperson can solicit and bring on the necessary Task-specific volunteers after confirmation by the Board.
- c. The ACAP shall meet regularly with meeting times and locations made known to the Board.
- d. The Committee Chairperson or an alternate shall attend the Open Agenda portion of each Board Meeting and provide status reports on on-going activities, including summary presentations of a completed Committee activity for preservation in the official Board Meeting Minutes.
- e. When task or projects overlap, the ACAP shall coordinate with Infrastructure and Financial Planning and Oversight Committees before any ACAP task or project is completed.



COMMITTEE CONDITIONS AND CONSTRAINTS

1. In its advisory role, ACAP must not incur expenses without prior Board request and approval.
2. Because of the advisory nature of the Committee, neither the Committee nor any individual member shall represent itself to the public or members of the Association as officially speaking for the POA Board.
3. ACAP Committee members must be current GH property owners in good standing with the Association, i.e., without unpaid dues or unresolved deed restriction violations.
4. The Committee chair shall be appointed by the Board and all members shall be recommended by the Committee chair and approved by the Board.
5. To ensure amiable relationships among members, Committee persons shall accept and adhere to the GH POA Code of Conduct.
6. ACAP members shall endorse and adhere to the POA Confidentiality Agreement to ensure POA sensitive information is not prematurely released and that the privacy of GH association members is not violated.
7. ACAP members shall endorse and adhere to the Social Media Policy.

"There's no shortage of actionable ideas - what is necessary is the will and perseverance to act on them."



Attachment 1

**GRAND HARBOR PROPERTY OWNER'S ASSOCIATION (GH POA)
ADVISORY COMMITTEE FOR ANALYSIS AND PLANNING
BOD PROJECT/TASK/ACTIVITY REQUEST**

TRACKING NUMBER: ACAP - XXX

PROJECT OR INVESTIGATION: (Brief Title)

START DATE OF ACTIVITY:

ACTIVITY COMPLETION TARGET DATE:

ACTIVITY DESCRIPTION: (Paragraph text to adequately define the overall Committee effort)

REPORTING REQUIREMENTS:

- Periodic Activity Status Reporting (Board Meetings)
- End-of-Activity Summary Presentation

REQUESTED COMMITTEE PRODUCTS:

- Presentation Material
- Report – Final, printed


COMMITTEE SUPPORT PROJECT/INVESTIGATION REQUESTED:

President, GH POA

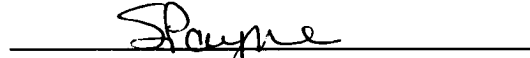
Date

Certificate of Corporate Resolution
Advisory Committee for Analysis and Planning

Approved by the Board of Directors of Grand Harbor Property Owners Association at the BOD meeting held on 6/29/17.



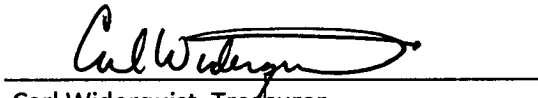
John Wathen, President



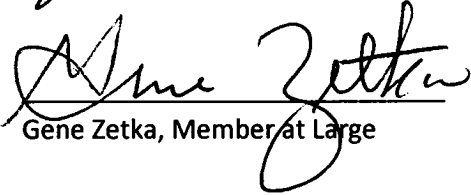
Stephanie Payne, Vice President



Clinton Graff, Secretary



Carl Widerquist, Treasurer



Gene Zetka, Member at Large



Certificate of Corporate Resolution
Advisory Committee for Analysis and Planning Charter

The foregoing resolution was duly adopted by formal action of the Board of Directors on the 29th day of June, 2017.

EXECUTED this the 17 day of July, 2017

GRAND HARBOR PROPERTY OWNERS ASSOCIATION, a Texas Non-profit Corporation

By: [Signature]
BOD member - Title

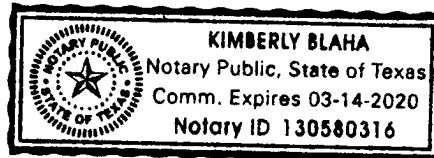
THE STATE OF TEXAS §
 §
COUNTY OF MONTGOMERY §

THIS INSTRUMENT was acknowledged before me on the _____ day of _____, 2017 by John Wathen, the President of GRAND HARBOR PROPERTY OWNERS ASSOCIATION Board of Directors, a Texas non-profit corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes therein expressed and in the capacity therein expressed.

[Signature]
Notary Public – State of Texas

After filing, mail to:

Grand Harbor POA
18956 Freeport Dr. Ste A
Montgomery, TX 77356



FILED FOR RECORD
07/19/2017 03:02PM



COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS,
COUNTY OF MONTGOMERY

I hereby certify that this instrument was filed in the file number sequence on the date and time stamped herein by me and was duly RECORDED in the Official Public Records of Montgomery County, Texas.

07/19/2017



County Clerk
Montgomery County, Texas