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**The Groves Community Association, Inc.
Transition Committee Charter
January 2024**

Statement of Intent and Objectives

The Board of Directors requests the creation of the Transition Committee (TC) for the education of prospective Board Members for a smooth transition from developer to homeowner control.

Committee Membership

In accordance with the The Groves Community Association, Inc Bylaws, Article 4, Section 4.3. “Declarant may, but not be required to, establish a Transition Committee comprised of five (5) to (7) members, all of whom shall be owners, to (i) involve the Owners in facilitating a smooth transition of control of the Board from directors appointed by Declarant to directors elected by the Members and (ii) help prepare the Board and the Owners to assume responsibility for carrying on Association operation once Declarant and its representatives are no longer directly involved”. As set forth in this Charter, the TC members shall be appointed by the Board of Directors with the maximum number of Committee Members set at the discretion of the Board of Directors which shall not exceed seven (7) members. Further, membership on the TC shall be limited to The Groves Homeowners as verified by a current property deed and who are in Good Standing with the Association.

The TC Chairperson shall be chosen by a majority vote of the Committee and ratified by the Board of Directors. Committee Members shall serve their term until the Board of Directors becomes homeowner controlled, upon receipt of an official notice of resignation or as determined by the Board of Directors. Vacancies or resignations of a Committee Member may be filled in order to finish the term of the previous member and Board of Directors reserves the right to rescind appointments by vote of the majority of Directors.

Objective

- To approach the process with an open mind, desire to learn and with the best interest of the entire community membership in mind.
- To become educated on the inner workings of the Association for the purpose of further educating the community membership and assuring the members of a sound business model that supports the operations and goals of the corporation.
- To approach matters as a whole and develop a well-rounded plan that will benefit the majority.

Purpose

The purpose of the TC is to serve as a sounding board to the Association, the Board of Directors and the Developer. Committee Members are encouraged to participate in discussions regarding the future of the Association and offer ideas or suggestions that will benefit the Association as a whole.

Focus

- Work cooperatively with the Developer on transition matters.
- Work collaboratively with the Management Company for the purpose of education, understanding and open communication.
- Inform and educate The Groves Homeowners on transition-related matters.

Organization

The Community Manager shall serve as the Board of Director, Management and Staff Liaison to the TC.

Committee Authorization and Responsibility

- The TC only has authorization to make recommendations and provide organized volunteer efforts as requested by the Board of Directors or the Community Manager.
- Various research, planning, or projects may be requested of the Committee.
- The Committee is to communicate the results of such efforts to the Board of Directors or Community Manager for consideration.
- The TC shall, in writing, communicate information and observations to the Community Manager that are deemed important to the welfare and/or operation of the Association.
- The TC shall only respond to requests made by the Board of Directors or the Community Manager.
- The TC shall not represent themselves as a Committee collectively or individually of authority outside the scope of this Charter.

Restricted Functions

- The TC does not have the authority to give directions and/or instructions to the Association's Board of Directors, Management Company, employees, or Association contracted vendors.
- The TC shall not communicate or represent the Association or Committee on business, political interests, or positions to other persons outside of the Association or seek proposals for services or any other matters without the expressed written request of the Board of Directors or Community Manager.

Communication

Email is the preferred means of communication. TC Members may communicate and collaborate amongst themselves in accordance to the State of Texas Open Meeting Law, however, all official TC actions shall occur during an official Open Meeting and all actions shall be recorded in the form of meeting Minutes.

Meetings

TC meetings shall be scheduled in advance in order to discuss on-going community projects, review Association financial records, and attend briefings on Association business matters, or disclosure of legal matters that are privy to the Committee and The Groves Homeowners, when appropriate. As the time for transition draw nears, TC committee meetings may be scheduled on an as needed basis in order to address any item(s) pertaining to transition.