CHARTER
AD HOC FEE REVIEW COMMITTEE
HOT SPRINGS VILLAGE PROPERTY OWNERS ASSOCIATION

I. AUTHORITY

Article XII, Section 6, of the By-laws of the Hot Springs Village Property Owners Association.

II. PURPOSE

The committee’s purpose shall be twofold: 1) Review existing non-utility fees and recommend changes to the Management Team for the 2017 budget, and 2) Suggest a framework for future comprehensive fee reviews.

III. ORGANIZATION AND APPOINTMENT

The Chairman shall be appointed by the Board President. The CFO (or Controller) shall serve as staff liaison for the committee. The COO/GM (or designee) shall appoint one staff member from each of the following departments: IT, Member Services, Accounting, Recreation, Golf, Lakes, Permitting & Inspection. Other staff may be invited to participate, as needed. The Chairman may appoint up to two additional property owners possessing significant knowledge of prior HSV subsidy discussions and/or financial expertise.

IV. DUTIES AND RESPONSIBILITIES

A joint committee of staff and property owner representatives will meet to analyze all non-utility fees. Although the committee may not have completed their full analysis, changes desired for the 2017 budget year must be recommended to the management team by July 15th. Therefore, the committee’s priority should be to identify one or two areas of immediate focus where fees are deemed to be confusing, burdensome, or out of proportion.

Recommended fee changes should include comparative data from similar communities, utilization rates, break even analysis, and subsidy impact.

V. LIMITATIONS

This committee should take care not to circumvent the budget process or staff’s responsibility for preparing and presenting a comprehensive budget to the Board.

Because the association has engaged a utility rate expert, water and waste water rates shall not be within the scope of this committee’s analysis. While detailed discussions will likely occur during committee meetings, detailed work papers shall not be posted or released in a public forum. In accordance with
Article XV of the Bylaws, members in good standing may instead inspect “books, records, and papers” during reasonable business hours.

VI. **MEETINGS**

All meetings of this committee shall be open to the public and minutes shall be posted on the association’s committee website.

Initial organizational and prioritization meetings should be held weekly until recommendations for the 2017 budget period are made. Afterwards, the committee may wish to meet less frequently to complete their second deliverable.