

**CHARTER**  
**AD HOC COMPREHENSIVE MASTER PLAN STEERING COMMITTEE**  
**HOT SPRINGS VILLAGE PROPERTY OWNERS ASSOCIATION**

**I. AUTHORITY**

In accordance with Article XII, Section 6 of the Bylaws of the Hot Springs Village Property Owners' Association, Board Chairman John Weidert appoints this ad hoc committee for the purpose stated below. This charter shall sunset and the committee's work transitioned to staff or other committees on December 31, 2018, unless otherwise altered by Board vote following Chairman Weidert's term.

**II. PURPOSE**

The Ad Hoc Comprehensive Master Plan Steering Committee is advisory in nature, contributing to the plan's overall completion, adoption, and initial rollout.

The committee provides a collaborative influence so organizational concepts and directions are established and maintained with a long-term, shared vision. The committee supports strategies that contribute to creating and protecting value through sustainable growth. Members of the committee ensure deliverables are being adequately considered, addressed, and prioritized for the best chance of future implementation.

**III. ORGANIZATION AND APPOINTMENT**

By appointment, the Director of Placemaking and Development, Stephanie Heffer, shall serve as the Chair, setting meeting agendas and coordinating with external consultants. In the event she is unable to fulfill the role, the CEO shall serve as Chair. A Secretary shall be elected by the Committee.

The committee will consist of the following stakeholder members: Chair Stephanie Heffer (Director of Placemaking & Development), Lesley Nalley (CEO), Linda Mayhood (COO), John Weidert (Board Chairman, MOAA President, Hot Springs Broadband Council), Tom Weiss (Board Vice Chair, Tri Lakes Metro, Governance Chair), Liz Mathis (Controller, Rotary), Kate Chagnon (Public Relations), John Froning (ACC Chairman & Sacred Heart Deacon), Michael Dollar (HSV Chamber, GAC Chairman), Bill Staggs (Public Works, Watershed), Jason Temple (Public Utilities), Cheryl Dunson (Village Homes & Land), Stacy Hoover (Recreation), Keith Keck (Metroplan), Brandon Tedder (HSV Builders Guild), Paul Phillips (Crews & Associates)

Additionally, the following organizations are asked to select one individual to represent them on this committee, if desired:

- HSV Board of Realtors
- HSV Voice
- HSV Interfaith Council
- Arkansas Department of Parks & Tourism
- Arkansas Economic Development Commission
- Townhouse Association

In addition to property owner activities, the committee will interact with or invite other stakeholders to meetings, as needed, to ensure a comprehensive approach to the plan's formation and rollout. Example stakeholders include Entergy, First Electric, AT&T, Suddenlink, Cooper Communities, Inc., Judge Davis (Garland), Judge Arey (Saline), 2 Garland County JPs, Saline County JP, Senator Boozman's office, Senator Cotton's Office, Bruce Westerman's Office, LifeNet, Allied Barton, Good Samaritan, Mt. Carmel, Village SCAT, Hot Springs Chamber & Metro Partnership, Hot Springs Mayor/Manager/Council, Short term & long-term rental agencies, HSV Real Estate & Governance Attorneys, Jessierville School Board, Fountain Lake School Board, local banks, CHI/St Vincent, National Park Medical, HSV Fire Chief Jason Miller, HSV Police Chief Ricky Middleton, other POA Division Directors, each standing committee, and various community clubs and organizations.

The committee shall organize themselves into sub committees that provide all stakeholders noted above an opportunity to contribute to the plan.

### DUTIES AND RESPONSIBILITIES

The committee will leverage the experiences, expertise, and insight of key individuals and organizations committed to the successful completion of the Comprehensive Master Plan. As a collaborative team, committee members will:

- A. Be genuinely interested in successional development and an advocate for the long term and ongoing nature of planning that guides the community beyond normal maintenance-level decisions;
- B. Appreciate the significance of the project for all stakeholders, ensuring their voice is represented and balanced with current development trends most likely to contribute to community-wide value;
- C. Monitor the project deliverables, as defined on pages 7 & 8 of the RFP and the consulting contract's scope of work, at regular meetings to ensure satisfactory completion by February 28, 2018;
- D. Champion the completion of a community mission, vision, and values statement that will serve as the foundation for the comprehensive master plan, utilizing draft documents from the Board's 2017 retreat activities;
- E. Recommend project research and tasks for standing committees and staff departments to ensure collaboration, input, and a shared vision throughout the organization;
- F. Consider emergent issues that suggest possible scope changes, ensuring changes support a successional development focus;
- G. Work with project consultants to reconcile stakeholder differences of opinion and threats to the plan's adoption or future implementation;
- H. Recommend Declaration, Bylaw, policy, and procedure updates identified as needs for ensuring future implementation is possible;
- I. Update stakeholders at regular Board of Directors meetings and through other communication mediums, including Village Digests, POA website, videos, press releases, etc., providing pathways for involvement by nonresident property owners and those unable to attend meetings in person.

- J. Develop a set of approved communication tools and deliver status presentations to interested community groups, as needed;
- K. Foster positive and transparent communication regarding the project's progress and outcomes;

#### IV. LIMITATIONS

- A. The committee shall work through the CEO and COO to recommend assignments for staff or standing committees. The committee shall not issue orders to any POA employee, nor will any member have the authority to discipline employees.
- B. The committee is not authorized to commit funds of the POA.
- C. No committee member shall engage in any activity that would constitute a conflict of interest with the duties and responsibilities of the committee.
- D. Committee members are prohibited from accepting any form of gratuity, any form of remuneration from suppliers, contractors, realtors, property owners, or any person doing business, attempting to do business, or in conflict or competition with the POA.
- E. The committee shall not seek policy or rules changes with governmental agencies or outside stakeholders. Such recommendations shall be made to the CEO for further consideration and action.
- F. Committee members are not authorized to submit minutes or unofficial reports to anyone other than the COO, who serves as the Secretary and official record keeper of the corporation.

#### V. MEETINGS

The committee will meet monthly, or as required, to keep track of issues and the progress of the project's implementation and on-going support to its stakeholders.

All meetings shall be open to the public with notices of locations, dates, and times given as far in advance as possible.

The Chair (or in her absence the CEO) sets the agenda and facilitates meetings. Roberts Rules of Order will govern the conduct of meetings, motions, discussion and voting.

The Committee Secretary shall keep minutes in accordance with POA procedures and submit those minutes to the COO's office for appropriate handling.