

Carlyon Beach Homeowners Association (CBHA)

Interest Group Policy

Effective Date: July 1, 2026

1. Purpose

This policy establishes guidelines for the formation and operation of homeowner-led "Interest Groups" within Carlyon Beach Homeowners Association (CBHA). Interest Groups are intended to encourage community engagement and idea-sharing while ensuring compliance with applicable laws, governing documents, and Board oversight requirements.

2. Formation and Recognition

Any group of homeowners wishing to form an Interest Group must submit a written request to the Board of Trustees that includes:

- The group's name and purpose
- Names and contact information of participating members
- A general description of intended activities or areas of focus

The Board may approve, deny, or request modifications to any proposed Interest Group at its sole discretion. Only groups formally acknowledged by the Board may represent themselves as a CBHA-recognized Interest Group.

3. Authority and Limitations

Interest Groups are advisory and informal in nature. They are not committees of the Association and are not authorized to act on behalf of CBHA.

Specifically, Interest Groups shall not:

- Expend, obligate, or commit any Association funds without prior Board approval
 - Direct, supervise, or assign work to CBHA employees, contractors, or vendors
 - Enter into contracts, agreements, or negotiations on behalf of the Association
 - Represent or speak on behalf of CBHA without prior written authorization from the Board of Trustees
 - Make decisions binding the Association or its Board
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4. Financial Controls

Interest Groups may submit proposals, research, or recommendations to the Board for consideration, including requests for funding. No financial commitment or reimbursement shall be made without prior Board approval documented in meeting minutes.

5. Operational Guidelines

- Interest Groups are self-organized and operate independently of the Association's governance structure
- Meetings of Interest Groups are not official Association meetings and are not subject to Board meeting requirements

- Groups may not use Association branding, letterhead, or official communication channels without prior Board approval
 - Any materials distributed to the community must clearly state that they are from an Interest Group and not the Board, unless otherwise authorized
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6. Conduct and Compliance

All Interest Group participants must:

- Comply with CBHA governing documents, rules, and applicable laws
 - Conduct themselves in a manner that does not create liability or risk for the Association
 - Avoid activities that could be interpreted as official Association action
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7. Insurance and Liability

Interest Groups operate independently and are not insured under the Association's insurance policies. CBHA assumes no liability for the actions, omissions, or activities of any Interest Group or its participants.

8. Revocation of Recognition

The Board of Trustees reserves the right to revoke recognition of any Interest Group at any time, with or without cause, particularly if the group:

- Violates this policy
 - Acts outside its authorized scope
 - Creates legal, financial, or reputational risk for the Association
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9. Amendments

This policy may be amended by the Board of Trustees at any duly called meeting.

Adopted by the Board of Trustees on: May 26, 2026

Carlyon Beach Homeowners Association

President: Barbara Quick

Secretary: Kendra Jones