

COMMITTEE RESPONSIBILITIES

Architectural Review Committee **(3 - 5 members)**

Purpose:

To assist the Board of Directors by reviewing and acting upon all requests for architectural changes while monitoring and advising same regarding any architectural covenant violations. In addition, the committee shall be prepared to present and deliver the following information to the Board of Directors.

Responsibilities:

1. To interpret the architectural requirements contained in all community documents.
2. To receive, review and approve / deny architectural change requests made by property owners. The written change requests must include all reasons for such request and all plans, specifications and other necessary or relevant information / documents.
3. To render a written response (approval or disapproval) to the written request within twenty one (21) days from receipt of the request.
4. If the committee disapproves any proposed structure or exterior additional change or alteration, the committee shall state, with specificity, the reasons for the disapproval.
5. To monitor and investigate suspected violations of the architectural requirements contained in all community governing documents.
6. To report all violations of architectural requirements for remedial action.
7. To prepare any and all information the committee recommends be shared with residents via the community website.
8. To prepare and present a monthly committee report, when appropriate, (including recommendations and/or proposals) at monthly Board of Directors meetings.
9. To prepare and present an annual committee report at the Homeowners Association Annual Meeting.

COMMITTEE RESPONSIBILITIES

Compliance Committee

(3 - 5 members)

Purpose:

To assist the Board of Directors by functioning as the investigatory committee with regard to enforcing the deed restrictions and other rules and regulations of the Villas on the Green community. In the event that 3-5 members of the association, in good standing, do not volunteer to serve on the compliance committee, service defaults to the Board of Directors. In addition, the committee shall be prepared to present and deliver the following information to the Board of Directors.

Responsibilities:

1. To review and interpret the following Villas on the Green Homeowner Association (HOA) documents: a.) Declaration of Covenants and Restrictions, b.) Articles of Incorporation, c.) By-Laws and d.) Rules and Regulations
2. To monitor and investigate resident compliance/ non-compliance with the governing documents.
3. To report non-compliance conditions for remedial action; with approval, the committee will initiate the compliance remediation process, as outlined the Declaration of Covenants and Restrictions.
4. To investigate allegations of non-compliance received from Board of Directors, residents and/or from the property manager with a follow report for remedial action, if warranted.
5. To research and draft possible changes to the governing documents and to present them for approval and / or follow-up voting action by members of the Homeowners' Association.
6. To prepare any and all information the committee recommends be shared with residents via the community website.
7. To prepare and present a monthly report, when appropriate, (including recommendations and/or proposals).
8. To prepare and present an annual committee report at the Homeowners' Association Annual Meeting.

COMMITTEE RESPONSIBILITIES

Landscape Committee (3 -5 members)

Purpose:

To assist the Board of Directors with monitoring the condition of the grounds and to make recommendations to improve or correct landscaping items and overall aesthetic appearance of the community. In addition, the committee shall be prepared to present and deliver the following information to the Board of Directors.

Responsibilities:

1. To develop a comprehensive long-range plan, including budget requirements, that address landscaping long term needs (5-10 years).
2. To monitor the condition of the grounds, including the condition of all shrubs, trees, flower beds and the general landscaping within the community
3. To prepare an annual plan, including budget requirements, for the Board to address immediate landscaping needs.
4. To prepare any and all information recommended by the committee to be shared with residents via the community website.
5. To prepare and present a monthly report, when appropriate, (including recommendations and/or proposals).
6. To prepare and present an annual committee report at the Homeowners' Association Annual Meeting.
7. Other Board responsibilities as assigned and approved.

COMMITTEE RESPONSIBILITIES

Social Committee (5-8 members)

Purpose:

To assist the Board of Directors by planning, organizing and conducting an on-going program of community social events and activities. In addition, the committee shall be prepared to present and deliver the following information to the Board of Directors.

Responsibilities:

1. To develop and prepare Welcome Packets for new residents.
2. To plan and organize an annual schedule of social events.
3. To organize and recruit volunteers to run each event or activity.
4. To develop a budget to cover the cost of the schedule of annual events; and to define funds needed to conduct social events and activities.
5. To prepare social news items for website placement; e.g. births, deaths, introduction of new residents, goodbye to residents who are moving away, etc.
6. To prepare and present a monthly committee report, where appropriate, (including recommendations and/or proposals).
7. To prepare and present an annual committee report at the Homeowners' Association Annual Meeting.
8. Other Board responsibilities as assigned and approved.

COMMITTEE RESPONSIBILITIES

Grievance Committee

(3-5 members)

Purpose:

To establish a fair and equitable process for preparing, receiving, handling and resolving appeals submitted to the committee by a member in good standing with the association. The objectives for the Grievance Committee are two-fold:

1. To provide non-binding mediation regarding disputes between property owners in an attempt to settle those disputes.
2. To hear and render decisions regarding a resident appeal of a violation notice action taken by the Board of Directors with regard to that resident. The decision of the Grievance Committee shall be the final appeal decision within the community governance structure.

Responsibilities:

1. To confirm that any home owner who is challenging a Board or Board representative violation notice, submit a written appeal to the Grievance Committee no later than thirty (30) days from the date of the violation notice.
2. To confirm the appellant attaches any and all supporting information relative to each appeal.
3. To require that each written appeal be submitted separately; multiple appeals incorporated into one document is not permitted.
4. To read all materials related to the appeal and schedule a noticed public hearing within fourteen (14) days of receipt of the appeal; at which hearing the appellant will have an opportunity to speak in his/her own defense.
5. To decide whether, or not, the violation notice being appealed was duly rendered, appropriate according to the governing documents and rightfully issued.
6. To render a final decision, (fine, remedy, no action required, etc.) as agreed to by a majority of the Grievance Committee.
7. To prepare and present a monthly committee report (including recommendations and/or proposals) to the Board at monthly Board of Directors meetings.
8. To prepare and present an annual committee report at the Homeowners Association Annual Meeting.