

Rancho Viejo South Community Association TOWNHOME COMMITTEE CHARTER

Statement of Intent and Objectives

This committee is established to interact with the Board of Directors and the Community Manager for the purpose of providing information and organized volunteer efforts on behalf of the entire Townhome homeowners. The Committee chair or representative will coordinate with the Community Manager regarding execution of each of the following objectives:

1. Focus on needs and opportunities that relate only to the Townhomes.
2. Coordinate with other committees in creating informational tools for Townhome residents.
3. Consult with other committees as their work pertains to the Townhomes.
4. Organize volunteers as needed.
5. Meet as required but at least quarterly to discuss and brainstorm needs of the Townhome residents.
6. Attend any meetings with Community manager as necessary.
7. Research and recommend ways that the Townhome residents are notified of issues concerning the Townhomes
8. Participate in development of contract bid specification as needed or instructed by the Board.
9. Consult on budget preparation and reserve funding as well as any financial matters concerning the Townhomes as needed or instructed by the Board.

Membership

Membership will be limited to one homeowner member per household, unrelated to other committee members, in good fiscal standing, although the board has the discretion to appoint non-owner Townhome residents. Homeowners are recommended to the Board of Directors through nomination or volunteering. The Board of Directors shall appoint members of the committee. Chairmanship of the committee is to be decided by majority vote within the committee and confirmed by the Board of Directors. Membership numbers are at the discretion of the Board of Directors.

Restricted Functions

The Townhome Committee does not have the authority to give directions or instructions to contractors, management or employees and will not communicate or represent the Association's or Committee's business or political interests or positions to other persons outside the Association or seek bids for services or any other matters without the explicit direction of the Board of Directors.

Structure

The following positions will be selected from the committee members and will have the responsibilities listed but are not all inclusive:

1. The Chair will set and publish the agenda; lead the members in a focused meeting; coordinate the responsibilities of each member for every duty, report to the board as needed, in person or in writing, on the activities of the committee
2. The Vice Chair, in the absence of the Chair, will assume and fulfill the responsibilities of the Chair. All other responsibilities will be to assist the Chair.
3. The Secretary will take and log minutes for all meetings and will be responsible for distributing all minutes to the committee members and the Community Manager for Board review.

Meeting Schedules

The Chair shall call meetings as necessary to fulfill the requirements of the functions and assignments of the Committee, preferably with 24-hour notice if not on a regular schedule.

Board of Directors approved on August 26, 2008

