

**Pine Creek Village Association (PCVA)
Committee Charter**

For: All Members of the Pine Creek Village Association
PCVA Community Manager

Effective Date: June 26, 2018

Purpose: This Pine Creek Village Association (PCVA) Committee Charter is approved by the Board of Directors. This charter revises and supersedes the Charter dated October 20, 2011.

Revision Changes: This revised charter reflects changes to the Community Connections Committee (CCC) which were simplified and clarified to empower the CCC to effectively advise the Board and conduct approved activities for the benefit of PCVA members and Pine Creek Village community. Further, the total number of Standing Committees is now three (reduced from five). Two separate committees are no longer needed: the Finance Committee responsibilities are performed by the Board of Directors, and the Sustainment Committee responsibilities are performed by the Grounds Committee.

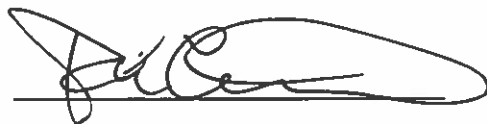
Authority: Under Colorado Law, The Board of Directors has the legal and fiduciary responsibility and authority to form committees to serve the Association. Committees are referred to in lawful governing documents, specifically Article 5 of the By-Laws and Articles 3, 4 and 9 of the Declaration of Covenants, Conditions, and Restrictions (CC&R). If any conflict is discovered between the By-Laws and/or the CC&R's and this Charter, the direction given in the By-Laws/CC&R's shall prevail.

Amendments and Deviations: The Board of Directors, with reasonable written notice, may amend or deviate from the direction set forth in this Charter if the Board, in its sole discretion, determines such amendment or deviation is necessary and/or appropriate under the circumstances.

Signatures: IN WITNESS, the undersigned certifies that this Charter was adopted by the Board of Directors of the Pine Creek Village Association effective June 1, 2018.

Printed Name and Signature:

Richard K Lancaster



President, PCVA

JEAN A. ANDERSON



Secretary, PCVA

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General Committee Structure

Purpose:

The primary purpose of all PCVA Committees is to provide assistance, in strictly an advisory capacity, to the Board of Directors (the Board) for the governance of the Pine Creek Village Association.

Application:

The direction provided in this section on General Committee Structure applies to all standing committees described in this Charter, and to any ad-hoc Committees established by the Board.

Committee Structure:

There are three (3) Standing Committees; each described further in separate sections of this Charter:

1. Grounds Committee (GC)
1. Community Connections Committee (CCC)
2. Modifications Committee (MC)

Ad-Hoc Committees:

The Board of Directors may establish an ad-hoc committee (AC), in writing, when needed to address specific needs of the Board and the community. Ad-hoc Committees must comply with direction outlined in this Charter. The Board will authorize all ad-hoc committees through written direction containing:

- Committee Title
- Purpose
- Deliverables Due
- Timing and Endurance of the Committee
- Resources Available
- Number of Authorized Members

Committee Member Qualification Requirements:

All Committee members serve as non-paid volunteers to advance the needs of the PCVA; and must be homeowners in good standing, residing in their Pine Creek residence, with all PCVA assessments paid. Members found not to be in accordance with these standards may be removed from their positions by the Board.

The Board seeks continuity of committee members and strongly encourages established committee member terms so that members do not all terminate at the same time.

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Number of Committee Members:

Committees will be composed of a minimum of three qualified members and preferably an odd number of members to effectively conduct business, unless otherwise approved by the Board.

Board Roles, Responsibilities and Oversight:

The Board of Directors will provide guidance and direction to Committees on the needs of the community. The Board provides fiscal resources (within overall budget) and contracts when needed to achieve all approved projects. The Board also provides committees assistance from the PCVA Community Manager.

The Board will designate a Board Representative to liaison with each formal committee and any ad-hoc committee. Board representatives will be non-voting members of the committee and will serve to advise the committee Chairperson as needed and facilitate actions between the committee and the Board.

Committee Positions and Responsibilities:

Each committee will have leadership positions in the form of a Chairperson and Vice Chairperson. The committee may choose at their discretion to have additional committee positions such as a Committee Secretary (or recorder) and members-at-large. Committee Chairpersons will be appointed by the Board (reflected by formal action in Board Minutes); other committee positions will be selected by the committee, subject to approval by the Board.

The committee leadership positions will be responsible to the Board to fulfill the Committee responsibilities outlined in this Charter. Committee leaders are to perform such duties as generally pertain to their respective positions, as well as responsibilities and authorities specifically delegated by the Board or Committee Chairperson consistent with responsibilities outlined in this Charter.

Committee Meetings:

The Chairperson, or Vice Chairperson in absence of the Chair, will preside over all committee meetings.

Committee members are encouraged and expected to share their opinions and participate in a positive, respectful manner during committee meetings and discussions. Once the committee has reached resolution on the matter at hand, members are expected to support the decision made.

Committees are authorized to establish their own meeting structure, conduct and documentation (protocol), provided it does not directly conflict with direction given in the PCVA By-Laws, CC&Rs, or Board direction; and subject to such protocol being made a matter of record and being followed consistently across committee business.

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Reporting:

The committee Secretary (or designated recorder) will produce minutes for all committee meetings to record the conduct of all meetings to include: a record of attendance; all committee decisions made, all actions accomplished or assigned for the record, and all recommendations to the Board. All committee minutes will be delivered to the Board for review in advance of the next regular scheduled Board Meeting.

The Committee Chairperson is routinely requested to provide the Board Treasurer and Community Manager with recommended budget figures and clarify any questions pertaining to committee area related expenses. Further, committees are routinely requested to attend Board Meetings to provide status update reports and formally recommend any Board actions.

Finances:

Committees will follow approved policy and procedures related to the commitment and/or expenditure of PCVA funds. Close coordination with the Board Treasurer and Community Manager is required on all fiscal matters.

Early in the annual PCVA budget development process (in August of every year, unless specified by the Board Treasurer to be a different timeframe), committees will be afforded an opportunity (or requested by the Board and Community Manager) to provide recommended budget figures for anticipated fiscal related activities.

References:

Committees will/may need to reference one or more of the following documents in the administration their responsibilities and duties described in this Charter. References are available on PCVA.org or in coordination with the Community Manager.

PCVA References include:

- Articles of Incorporation
- By-Laws
- Declaration of Covenants, Conditions and Restrictions (CC&Rs)
- Community Guidelines
- Supplemental Declarations
- Board Resolutions
- PCVA Budget & Monthly Financial Reports
- Board approved Policies and/or Procedures
- Board approved (signed) Contracts
- Warranty Deeds
- Plats and Easements
- Precedence Papers (PCVA records)
- Robert's Rules of Order
- Other supplemental written directives or instructions

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Grounds Committee (GC)

Purpose:

The Grounds Committee (GC) is established to advise and assist the PCVA Board and Community Manager to provide effective oversight, maintenance, sustainment and development of PCVA neighborhood common areas. The GC also provides recommendations to the PCVA Board and the Community Manager on proposed grounds maintenance and improvements that result in long-term costs savings to the PCVA while sustaining the aesthetic beauty of the community. Primary emphasis is placed on water usage reduction and low maintenance landscaping. The GC proactively facilitates the collaborative efforts of all PCVA stakeholders to include emphasis on providing an effective forum for homeowner participation, involvement and feedback.

Responsibilities:

- Assist the PCVA Board and Community Manager in the management of the Homeowners Association (HOA)-defined common areas, to include improvements, landscaping, snow removal, streets, safety and contracts.
- Respond to specific PCVA Board priorities and tasks for HOA grounds projects.
- Provide the PCVA Board with common grounds improvements, initiatives and ideas for future development.
- Provide technical assistance and support the PCVA Community Manager in the oversight of the PCVA grounds contracts, as required.
- Sustain long-term plans for community improvements leading to lower water usage and low maintenance landscaping.
- Provide an effective forum for homeowner feedback and homeowner involvement with PCVA grounds or common area issues.
- Foster positive effective communication among PCVA members and stakeholders with regard to common area issues (stakeholders include homeowners, PCVA Board, PCVA Management Staff, Landscaping Contractor partners, others as required).
- Foster a strong continual educational focus across the PCVA members to emphasize water conservation techniques and environmentally sustainable practices that can be readily and economically implemented by homeowners.
- Maintain an active committee of knowledgeable and experienced volunteers.

Other Unique Structure and/or Protocol:

- Maintain familiarity and working knowledge of PCVA business processes to include finances, bills and contracts related to grounds maintenance (e.g., utility bills, landscape contracts, etc.)
- Committee members should be familiar with active PCVA contracts related to the maintenance and management of the Pine Creek common areas.
- One committee member will be designated by the Board as the landscape contract liaison to assist the Community Manager and PCVA Board in oversight of landscape contractor(s) performance.

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Community Connections Committee (CCC)

Purpose:

The CCC will facilitate and enhance communication between the PCVA Board and Pine Creek Village residents. The CCC will also help foster and sustain a sense of community among the residents with the objective to increase homeowner involvement and service within the Association including the Board of Directors, Neighborhood Representatives and Voting Delegates, and Committees established by the Board.

Responsibilities:

- External and Internal Communication of Board-approved messages
- Plan and execute the annual PCVA summer picnic
- Plan and execute the annual holiday party
- Plan and execute semi-annual community garage sale(s)
- Develop and foster community public relations to foster, promote and advance the common interest of homeowners owners and members of PCVA
- Solicit input for and develop the PCVA website and newsletter content
- Provide email communications to all PCVA homeowners and members
- Maintain privacy of homeowners' email addresses
 - Do not divulge the PCVA email list to anyone other than the Board of Directors, the Community manager, or a CCC committee member
 - PCVA member email addresses are solely for PCVA matters to communicate with members and distribute approved information in accordance with PCVA Board policies and guidelines within this charter.

Unique Structure and/or Protocol

- The CCC may supplement PCVA budget by soliciting event “sponsors.”

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Modifications Committee (MC)

Purpose:

The Modifications Committee (MC) is established to ensure all modifications reflect the vision and goals of the Board for the sustainment of Pine Creek Village. The Modification Committee will oversee the review of all modification submittals, consistent with the PCVA governing documents and supplemental instructions, and provide rulings of all modification submittals.

Responsibilities:

- Provide modification submittal review and ruling.
- Support the Community Manager in maintaining accurate PCVA records of all modification submittals, rulings, and minutes of all MC meetings.
- Assist the Board during all Review & Revision of Association Governing Documents & Supplemental Instructions, if/when required.
- Assist the Board of Directors and the Community Manager with promotion of homeowner familiarity of PCVA governing documents.

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