

**Pine Creek Village Association (PCVA)
Multi-Family Housing Development Ad-Hoc Committee Charter**

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

Effective Date: July 10, 2023

Purpose: To approve the creation of the Pine Creek Village Association (PCVA) Multi-Family Housing Development Ad-Hoc Committee Charter.

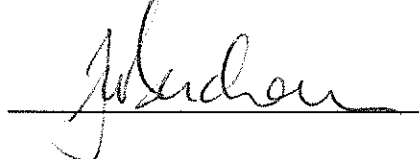
Authority: Under Colorado Law, The Board of Directors has the legal and fiduciary responsibility and authority to form committees to serve the Association. Lawful governing documents, specifically Article 5 of the By-Laws, and Articles 3, 4 and 9 of the Declaration of Covenants, Conditions, and Restrictions (CC&R) refer to committees. If any conflict exists between the By-Laws and/or the CC&R's and this Charter, the By-Laws/CC&Rs 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 the Board of Directors of the Pine Creek Village Association adopted this Charter effective ~~June~~^{JULY} 10, 2023.

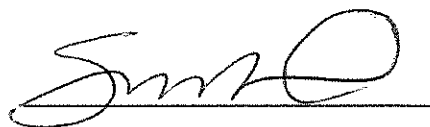
Printed Name and Signature:

JULIAN BUCKWOLD



President, PCVA

STEPHEN M. PARRISH SR



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:

This section applies to all standing and to any ad-hoc committees within this Charter.

Committee Structure

Ad-Hoc Committees:

The Board of Directors may establish an ad-hoc committee (AC), in writing, to address specific needs of the Board and the community. Ad-hoc Committees must comply with the direction of 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. The Board may remove committee members found to be out of compliance with these standards.

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

Number of Committee Members:

Committees will consist of a minimum of three qualified members and preferably an odd number of members to effectively conduct business, unless the Board approves otherwise.

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.

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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. The Board will appoint Committee Chairpersons (reflected by formal action in Board Minutes); the committee will select other committee positions, subject to Board approval.

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

Committee Meetings:

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

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

The Board authorizes committees to establish their own meeting structure, conduct, and documentation (protocol), provided it does not directly conflict with the PCVA By-Laws, CC&Rs, or Board direction; and subject to such protocol being a matter of record and being consistent across committee business.

Reporting:

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

The Committee Chairperson will routinely provide the Board Treasurer and Community Manager with recommended budget figures and clarify any questions pertaining to committee-related expenses. Further, a committee representative will attend Board Meetings to provide status updates and formally recommend any Board actions.

Finances:

Committees will follow approved policy and procedures related to the commitment and/or expenditure of PCVA funds. All fiscal matters require close coordination with the Board Treasurer and Community Manager.

Early in the annual PCVA budget development process (in August of every year, unless the Board Treasurer specifies a different time), committees will have an opportunity (or as the

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Board and Community Manager request) 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 of their responsibilities and duties this Charter describes. See PCVA.org for references or coordinate 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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PCVA Multi-Family Housing Development Ad-Hoc Committee (MFH)

Purpose:

The PCVA Board establishes the PCVA Multi-Family Housing Development Ad-Hoc Committee (MFH) to assist the Board and Homeowners by obtaining information on potential and in-progress developments near Pine Creek Village, which may impact the Association. The MFH also provides recommendations to the Board on how to effectively distribute information concerning building developments near PCVA. While the primary emphasis of this ad-hoc committee is information, committee members should seek information by attending pertinent meetings with entities such as building developers, City Council, and other regulating and presiding authorities. The MFH shall investigate creative “good neighbor” solutions to negate impacts on PCVA residents and common area by developments in the Pine Creek proximity.

Responsibilities/Deliverables Due

- The MFH will provide monthly updates to the Board of Directors on potential or current development projects impacting the HOA at the Monthly Board of Director meetings.
- The MFH will compose a report/update to the membership (in writing) to provide notification of upcoming meetings of the Committee and any upcoming meetings with regulatory or governing bodies pertaining to impactful building developments.
- The MFH will foster continual educational and informative focus across the PCVA members.
- The MFH will keep apprised of and attend any City or Developer meetings pertaining to impactful developments.
- The MFH members must maintain a professionally courteous code of conduct at all meetings while representing themselves as a MFH member.
- The MFH will work to identify potential negative and positive impacts of potential developments.
- The MFH will work to create problem-solving proposals to the Board of Directors on how to address any negative impacts on Pine Creek (common area and homeowners).
- The Board may ask MFH to liaise for the PCVA with developers to implement Board-approved proposed solutions.
- The MFH will create minutes for all committee meetings and make them available for Board review and approval prior to publishing the minutes.
- The Committee shall meet at least once per month (January – November) for committee business. The committee shall make available its meeting schedule to the Board and all members of the PCVA. The meeting must be in a location accessible and open to all interested members/homeowners of the PCVA.
- The MFH shall operate and (at times) modify operations in accordance and guidance of the PCVA Board of Directors.

Timing and Endurance of the Committee

The MFH will operate effective July 10, 2023, and shall exist as an ad-hoc committee for a period of 2-years, to dissolve July 10, 2025.

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Resources Available

The Board shall assign a Board Liaison to the Ad-Hoc Committee, to attend the monthly MFH meetings. The Board of Directors shall also assist in posting deliverables, such as meeting minutes or monthly owner updates, on appropriate platforms. At Board direction, the MFH may distribute Information via various media formats, such as “e-blasts” to the owners, or inclusion in the Community Connections Committee’s Did You Know bi-weekly edition.

Number of Authorized Members

No less than 3, no more than 9.

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