

WESTHOLLOW VILLA TOWNHOMES ASSOCIATION

ARCHITECTURAL & LANDSCAPING REVIEW COMMITTEE CHARTER

The Westhollow Villa Townhomes Association (Association) Board of Directors (Board) has authorized the creation of the Architectural & Landscaping Review Committee (Committee). This Charter is designed to provide the Committee with goals and guidelines to follow and to clarify the roles of committee members, Austin Properties (Manager), and the Board.

PURPOSE:

The purpose of this committee is to advise the Board, in a reasonable and productive manner, on the changes and development of the community, as well issues affecting common area services and maintenance.

GOALS:

Strive to maintain and improve the structures and aesthetics of the community.

COMMITTEE STRUCTURE AND TERMS:

The Committee will be chaired by a Chairperson, nominated by the Committee. Those volunteering for the chairperson position should be willing to commit at least one year in that position, but may resign at any time. The Committee should be comprised of two to five community member volunteers, including the chairperson. The Association member must be in good standing if they wish to serve on the Committee. Names should be submitted to the Board of Directors for final approval.

RESPONSIBILITIES:

The Committee's responsibilities include:

- Monitor a specific task or project, such as construction, assigned by the Board.
- Providing the Board with recommendations for common area services and maintenance
 - Potential landscape problem areas for improvement.
 - Resident pet issues, such as waste pick-up, pet walks, etc.
 - Fence maintenance issues.
 - Public safety issues
 - Lighting issues
 - Trash pickup and disposal issues.
- Report Issues and repairs to the Manager. Make recommendations to the Board when warranted.
- The Committee is expected to maintain regular communications with the Board. The Committee chairperson, or his/her alternate shall attend any Board of Director meetings when warranted.

MEETINGS:

Committee meetings will be scheduled as needed, or at the discretion of the Committee Chair. The Committee will keep informal minutes of those meetings, describing topics discussed, believed action items and suggested improvements.

AUTHORITIES:

All committee members shall serve at the will of the Board. Formation of all committees requires the approval of the Board. The Board has the right and authority to disband and discontinue any committee or subcommittee, as well as appoint or dismiss any committee member or subcommittee member with or without cause. The Board may delegate limited authority to the Committee, in writing, and these authorities may change at any time in accordance with the desires of the Board.