



Policy ADM-03

COMMITTEE APPOINTMENTS AND SERVICE

1.0 REFERENCE(S)

- ISHOA Bylaws, Article IX
- Amended CC&R, Article IV, Section 4.02
- Board Motion 2005-16

2.0 PURPOSE

ISHOA welcomes and recognizes it is necessary that residents be involved in its operations in order for it to operate successfully on a cost-effective basis.

3.0 POLICY

31 The Architectural Review Board (ARB) members shall be appointed by the Board of Directors (the "Board") and the ARB members shall select the ARB chair.

32 The Board shall appoint the members of other committees that are authorized by the Board. Suggestions for members shall be encouraged to promote broad participation. The Board may, at its discretion, limit the size of a committee. Role of established boards/committees:

- Architectural Review Board
 - Maintain the cohesive aesthetic of the community, following the Community Wide Standard Policy COM-01
 - Review, approve or disapprove all ARB applications for construction and property improvements
 - Ensure projects comply with CC&R Article IV and Board approved ARB Policies
 - Inspect projects underway to ensure compliance with the approved ARB application specifications
- Communications Committee
 - Provide residents access to community information in a variety of print and electronic formats
 - Publish the ISHOA Newsletter
 - Publish approved information on the ISHOA Website
 - Information shall be approved by either the Board of Directors or the Communications Committee Chair
 - Monitor Facebook communications
 - Approve enrollment on the ISHOA Facebook page

- Community Liaison
 - Conduct new homeowner welcome meeting
 - Organize and support the annual community-wide garage sale
 - Organize annual community-wide BBQ
 - Provide support to the Board of Directors for the annual HOA meeting
 - Organize annual community-wide holiday party
- Compliance Committee
 - Support homeowner adherence to the CC&Rs, Community-wide Standards, and adopted policies
 - Provide oversight of monthly compliance inspection
 - Actual inspection may be delegated to the management company
 - Communicate with the ARB regarding potential violations
- Maintenance Committee
 - Manage the maintenance of the community's common areas
 - Draft RFP for maintenance work
 - Review and submit to the Board recommendations for needed projects
 - Special projects
 - Reserve Study projects
 - Manage contractors in support of infrastructure maintenance
- Nature Preserve Committee
 - Oversee the maintenance of the community's nature preserve
- Pet Committee
 - Support a pet friendly environment within the community
 - Maintain pet waste stations within the community
 - Waste bag stations
 - Pet waste bins
 - Investigate and resolve pet complaint issues in coordination with the compliance committee
- Security Committee
 - Oversee the maintenance of our community's gated entrances
 - Manage security contract
 - May be delegated to the management company
 - Manage gate/camera maintenance contracts
 - May be delegated to the management company)
 - Support safety initiatives that enhance the livability in the community
 - Coordinate with local law enforcement agencies as needed
 - Support a safe commuter and pedestrian experience in the community (potential list of traffic calming devices)
 - Speed humps
 - Electronic speed notification signs
 - Speed camera
 - Speed radar devices

33 The Board shall appoint all committee members and the committee chairs to one year (calendar) terms. It is anticipated that committee chairs will be re-appointed for one additional term, then the chairmanship shall rotate; however, the Board may vary this practice in its discretion depending on the circumstances at the time.

- 34 All committee chairs will submit an annual budget each year in Jul for the upcoming year. They are responsible for managing expenses within their budget unless approved by the Board.
- 35 Committee chairs nor members are authorized to contract services on behalf of the HOA without the approval of the Board.
- 36 Committee and ARB members and committee chairs serve at the pleasure of the Board.

4.0 RESPONSIBILITY FOR POLICY

The Board or its delegate is responsible for enforcing, maintaining and keeping this policy current and to obtain Board approval of changes, as necessary.

5.0 EFFECTIVE DATE AND RECORD OF AMENDMENTS

05/19/2005, Original Policy 2005-16, Board Motion 2005-16.

03/19/2015, Reformatted and renumbered policy to ADM-03 (per new policy ADM-01, Policy Numbering and Format), Board Motion 2015-011.

08/19/19, Amended Policy by Board Motion 2019-039, Adding committee role language, Effective September 16, 2019.

09/21/2020, Amended Policy by Board Motion 2020-070, updating committee role language, Effective September 22, 2020