

**POLICIES, PROCEDURES AND GUIDELINES
FOR COLONIA ENCANTADA COMMITTEES
(Revised and Approved by Board of Directors, May 11, 2022)**

Committee Membership

The Board of Directors will appoint members to all committees, using the following guidelines when selecting committee members:

A nominee should –

- promote harmony in the community;
- indicate that motivation for service on a committee is not based on a single issue or complaint;
- have demonstrated that written and oral communication with homeowners, Board members and the HOA manager can be counted on to be conciliatory and inoffensive;
- have a familiarity with the role of the Board and committees as preserving the property for the good of the whole; and
- indicate a commitment to acquiring knowledge of the CCRs, Bylaws, Rules and Regulations, Role and Responsibilities of Committees and other governing documents.

All homeowners in good standing (i.e., without HOA financial delinquencies) are welcome and encouraged to apply to serve on one or more of Colonia Encantada's committees. Certain committees require special knowledge or skills (such as the Finance Committee and the Audit Committee), and the Board will take those factors, as well as the above-described guidelines, into account in making appointments to those committees.

Committee Chairs

The chairperson of each standing committee will be selected by the Board, with the exception of the Finance Committee whose chairperson will be the Treasurer of the Board of Directors, and the Architectural Committee whose chairperson will be a Board member. To provide year-round attention to the needs of the community and its homeowners, it is preferred that the chairperson be a year-round resident. If the selected chairperson is a seasonal resident, the Board must also appoint a co-chair or vice chairperson who is a year-round resident to assure continuity of services throughout the year. Spouses, partners, or relatives of a Board member may serve on a committee, but not as a chairperson.

Committee Reports to Board of Directors

The chairperson of each committee, or a designee, is expected to be present at every regular Board of Directors meeting, and to present a report on the committee's actions and problems encountered during the period preceding the meeting. Such reports may be presented orally unless there are significant data, financial or otherwise, in which case a written report or data sheets must be provided to each Board member. If there have been no actions taken, or problems encountered, the committee chairperson may submit a report of “No Activity” either in person at

the meeting or by e-mail to the Board President not fewer than forty-eight (48) hours prior to the Board meeting.

Committee Responses to Homeowner Requests

Homeowners desiring to make landscaping or exterior architectural changes to their properties must submit such requests in writing (utilizing committee-provided forms, where applicable) along with detailed plans and drawings to the Landscape Committee or Architectural Committee, whichever is appropriate.

Landscape Committee

The Landscape Committee must respond in writing to the homeowner's request— with Approval, Conditional Approval, or Disapproval of the request – in no more than ten (10) days following the committee's receipt of such request. Failure of the Landscape Committee to respond within that time will be considered as approval of the homeowner's request. If the Landscape Committee requires additional information from the homeowner in order to rule on a request, the committee must ask for such information in writing in not less than five (5) days after the committee's receipt of the original request. The ten-day approval period will begin again upon the committee's receipt of the additional information. All communications are to be directly between the Landscape Committee and the homeowner, and shall NOT be made through the Property Manager.

Architectural Committee

Pursuant to the provisions of Article VII, Section 4 of the CC&Rs, the Architectural Committee will have thirty (30) days to respond to a homeowner's request for architectural changes before such request is automatically approved. However, in recognition of a homeowner's natural interest in proceeding quickly with the requested changes, the Committee will make every effort to respond quickly. All communications between the Architectural Committee and the homeowner are to be in writing. If this committee elects to have the Property Manager prepare the correspondence, the Committee must: (1) transmit its request to the Property Manager in writing and (2) review and approve the Property Manager's response before it is sent to the homeowner.

Homeowner's Right to Appeal

If a homeowner believes that a committee's disapproval, or conditional approval, of any architectural or landscape alteration request is unfair or improper, that homeowner may seek to appeal the committee's ruling to the Board of Directors. Such appeal must be in writing and submitted to the Board President not fewer than seven (7) days prior the next regular Board meeting. The decision of the Board will be final.