

## **Committee Roles and Responsibilities**

Approved by the Board of Directors on 6/6/2018

### **Landscape Committee Role and Responsibilities**

- **Large tree maintenance.** The Chair or a designated Committee member will represent Colonia Encantada interests in communications with tree maintenance vendor. Create a schedule to meet large tree maintenance needs. The schedule may include such services as large tree trimming, palm tree trimming and scaling, olive tree fruit prevention treatments or any other large tree needs as identified by the Committee.
- **Landscape General Maintenance.** The Chair or a designated Committee member will act as a liaison to the landscape maintenance company on behalf of Colonia Encantada. Landscape maintenance includes grass, shrubs and plants in the front yards of all units and common property areas. The Committee monitors the landscape maintenance by regular inspections and reporting the result of such inspections to the Board each month.
- **Monitor Community Landscape.** Meet periodically to review landscape maintenance needs in the common property areas including around walls, swimming pool and tennis areas, clubhouse, medians, gatehouse and entry, dog park. Communicate with individual homeowners when attention to front yard and courtyard landscaping is needed.
- **Homeowner Requests.** Review and respond to homeowner written requests to change landscaping whether in front or backyard. Plans are reviewed with the homeowner giving consideration to choice of plant material, watering or irrigation needs, number of plants, tree removal or replacement, affect on adjacent properties. The Committee may Approve, Recommend Changes or Deny Approval in accordance with our Governing Documents.
- **Improvements.** When needed, develop a plan for improvements to common area landscaping. Submit expense data and details for approval by the Board. If a large expense is required, submit multiple bids.
- **Irrigation System.** Monitor the maintenance and status of the irrigation system in the common areas and front yards. Ensure gate staff are knowledgeable about main shut off valves and understand the urgency to notify the landscape crew of leaks or sprinkler head breaks. Gate staff should be alerted to contact a homeowner if a backyard leak is reported.

- **Report to the Board.** The Chair or designated representative will report on maintenance needs, updates on past and future landscape or tree work, and the status of homeowner requests for changes to landscaping. A report of “No Activity” may be submitted in writing or by email if none has occurred.

## **Architectural Committee Role and Responsibilities**

The goal of the Architectural committee is to provide Architectural Control as described in Article VII of the CCRs (amended 2016) and Architectural Guidelines (2018). The Committee Chair is required by Arizona State Statutes to be a member of the Board of Directors, Article VII, Sect.2, (Fourth Amendment 2016).

- **Monitor compliance with Architectural Control (Article VII) and Guidelines.** Meet monthly to review of Common Areas and Villas to make note of maintenance needs and architectural control compliance. Communicate with individual homeowners when guidelines or maintenance are not being met, making recommendations as needed. Communicate with the Board when Common Area guidelines and maintenance needs are not being met. Make recommendations as needed.
- **Homeowner Requests.** Review and respond to homeowner written requests to change any aspect of architecture, whether front or back of home, windows, design, replacement or other facets related to architecture. Plans are reviewed with the homeowner giving consideration to guidelines and intent stated in the CCRs and affect on adjacent properties. The Committee may Approve, Recommend Changes or Deny Approval in accordance with our Governing Documents..
- **Improvements.** No changes can be made to “existing architectural scheme and style of the structures, any colors of stucco, trim, awnings, cement, doors, wrought iron, driveways, tile or other standards which have been established, without the approval of a two-thirds majority of the Homeowners present in person or by [ballot] and entitled to vote at a meeting called for that purpose. This provision shall not be subject to amendment by the Board of Directors” per CCRs.
- **Report to the Board.** The Chair or designated representative will report on maintenance needs of common area or villas. Report on the status of homeowner requests for changes related to architecture, whether front or back of villa. A report of “No Activity” may be submitted in writing or by email if none has occurred.

## **Clubhouse Role and Responsibilities**

The goal of the clubhouse committee is to manage and monitor the maintenance of the **clubhouse, guardhouse, exercise room, tennis courts, ramada, swimming pools and spa**. The committee will also monitor the use of the clubhouse. Toward this goal, the committee will perform the following tasks.

- Manage and monitor homeowner reservations for the clubhouse, including reservations for Association meetings and events.
- For individual homeowner events, provide pre- and post-event reviews of the premises with the homeowner to include the kitchen, refrigerator, bathrooms, pool, ramada, and tennis area (if outdoor space is used).
- Manage the supply closet. Ensure the closet is orderly and that needed supplies are purchased. This may include paper goods, plasticware, tablecloths, small appliances, serving items, and the like.
- Monitor the use and condition of the Exercise Room and Sauna.
- Monitor the use and condition of the Tennis Courts.
- Monitor the use and condition of the Swimming Pools and Spa.
- Monitor the services of the cleaning crew and pool service.
- Make recommendations to the Board for the management and maintenance of the Clubhouse, Exercise Room, Tennis Courts and Pool and Spa areas. The Chair or a designated member will report monthly to the Board on any such issues along with Clubhouse use. A report of “No Activity” may be submitted in writing or by email if none has occurred. A report on annual Clubhouse use will be submitted to the Board at the end of each fiscal year.

## **Finance Committee Role and Responsibilities**

The goal of the Finance Committee is to assist and report to the Board the following:

- Preparation of the annual budget.
- Managing the review of the Reserve Study for compliance and relevance.
- Provide an annual report of Colonia Encantada’s financial health.

The Committee is Chaired by the Board Treasurer, and will meet at least twice a year, once in the fall with the Property Manager prior to the Annual Budget Meeting, and in the Spring before the Annual Homeowners Meeting in order to provide information to the Board and Homeowners.