

**CHANCELLOR WEST HOMEOWNERS ASSOCIATION
POLICY RESOLUTION NO. 7
ESTABLISHMENT OF STANDING COMMITTEES**

WHEREAS, Article VIII, Section 3. (titled Board of Directors) of the Master Declaration of Covenants, Conditions, Reservations, Restrictions and Easements state... "In addition, the Board of Directors is hereby granted the following powers: (i) the power to establish any other Committee as it deems appropriate..." and

WHEREAS, Article VI, Section 1 (d) gives the Board of Directors "all other powers necessary to implement and effectuate the objectives set forth in the Declaration and the Rules promulgated thereunder."

WHEREAS, it is the desire of the Board of Directors to establish standing committees, in addition to the previously established Architectural Control Committee, to provide assistance with management of neighborhood properties and amenities as well as coordination of social and other activities within the community.

WHEREAS, it is the desire of the Board of Directors to provide a clear and concise compilation of policies and procedures by which the new standing committees are to accomplish their assigned tasks.

NOW THEREFORE BE IT RESOLVED, that the Chancellor West Homeowners Association Board of Directors approves Policy Resolution No. 7 establishing the following standing committees:

LANDSCAPING AND GROUNDS MAINTENANCE COMMITTEE (LGMC)
LAKE MANAGEMENT COMMITTEE (LMC)
AMENITIES (SWIMMING POOL/TENNIS COURTS/TOT LOT) COMMITTEE (AC)
SOCIAL COMMITTEE (SC)

BE IT FURTHER RESOLVED, that duties of said committees are clearly outlined in charters for each committee set forth by the Board of Directors and attached hereto. Committee members must be in good standing under HOA Covenants, with no outstanding rules violations and be current with all assessment payments. Terms of office shall be for one year, with reappointment dependent upon the wishes of the next year's Board of Directors. Each committee shall elect its own chair person and secretary. The secretary will be responsible for recording committee activities and providing said records for the official HOA file. Any meetings of the four new standing committees must be open to all homeowners with dates/times/locations published in advance. A member of the Board of Directors will serve as Board Liaison for each committee.

December 9, 2008

RESOLUTION NO. 7
CHANCELLOR WEST HOMEOWNERS ASSOCIATION
LANDSCAPING AND GROUNDS MAINTENANCE COMMITTEE
(LGMC)

1. **BACKGROUND:** The Board of Directors in fiscal year 2008 determined that the Chancellor West Homeowners Association would benefit from establishment of standing committees to help oversee and manage various community assets and provide recommendations to the Board for operations and maintenance of such assets. The Landscaping and Grounds Maintenance Committee (LGMC) is one of four standing committees established by the Board of Directors in 2008.
2. **OBJECTIVE:** The LGMC was conceived and established to provide recommendations to the Board of Directors regarding the maintenance and upkeep of all common area land and facilities for which the CWHOA is accountable and responsible. This responsibility includes grounds maintenance in the vicinity of the lake, swimming pool, tennis courts and tot lot but excludes general management of those amenities. The committee, as conceived, will review and recommend proposed improvements and maintenance to all common areas according to the guidelines established in the Covenants, Bylaws, Architectural Guidelines and Resolutions. The committee may also, on a strictly volunteer basis, undertake certain grounds maintenance tasks on their own as long as information is provided in advance to the Board of Directors and providing volunteers planning to use power tools submit a waiver of liability prior to commencing work.
3. **GUIDANCE:** The LGMC shall take direction from the Board of Directors and use the Architectural Guidelines and recommendations of all other committees sharing common area interests.
4. **REQUIREMENTS:**
 - a. Review and make recommendations to the Board of Directors on all maintenance, repairs and improvements within the CWHOA common grounds and along vacant lots in the Chancellor West Subdivision.
 - b. Insure that bid specifications are developed for all approved projects that are projected to exceed \$1,500 in cost.
 - c. Review and analyze resulting bids and make acceptance recommendations to the Board of Directors.
 - d. Insure that all common grounds are inspected at monthly basis and status reports provided to the Board of Directors noting conditions found and corrective actions required.
 - e. Develop usage plans and maintenance standards for all common grounds.
 - f. Undertake such landscaping and grounds maintenance duties as committee members wish to handle in order to save the HOA money and which the Board of Directors has approved.
 - g. Coordinate in a timely manner with any landscaping company that might be employed by the association on scheduling of duties the company is to handle and notification of those the committee plans to handle.
 - h. Verify invoices from landscaping company to assure that only those items handled by the company are included and are invoiced at the amounts outlined in the accepted bid; immediately notify Management Company or treasurer of any discrepancies.
 - i. Coordinate "work days" within the community for other homeowners to assist with such efforts as fall and/or spring clean up and planting.
 - j. Develop annual budget recommendations for submission to the Board of Directors beginning in 2009.
5. **ADMINISTRATION:** The Landscaping and Grounds Committee is responsible to the Board of Directors through the Board Liaison appointed to provide guidance to the committee. Committee membership is unlimited and activities are determined by Committee consensus, with the approval of the Board.

December 9, 2008

RESOLUTION NO. 7
CHANCELLOR WEST HOMEOWNERS ASSOCIATION
LAKE MANAGEMENT COMMITTEE
(LMC)

1. **BACKGROUND:** The Board of Directors in fiscal year 2008 determined that the Chancellor West Homeowners Association would benefit from establishment of standing committees to help oversee and manage various community assets and provide recommendations to the Board for operations and maintenance of such assets. The Lake Management Committee (LMC) is one of four standing committees established by the Board of Directors in 2008.
2. **OBJECTIVE:** The LMC was conceived and established to provide recommendations to the Board of Directors regarding the maintenance and upkeep of the lake. This responsibility excludes grounds maintenance in the vicinity of the lake. The committee, as conceived, will review and recommend proposed improvements and maintenance to the lake according to the guidelines established in the Covenants, Bylaws and Resolutions.
3. **GUIDANCE:** The LMC shall take direction from the Board of Directors and use the Architectural Guidelines and recommendations of all other committees sharing common area interests.
4. **REQUIREMENTS:**
 - a. Review and make recommendations to the Board of Directors on all maintenance, repairs and improvements to the lake located within the Chancellor West Subdivision.
 - b. Insure that bid specifications are developed for all approved projects that are projected to exceed \$1,500 in cost.
 - c. Review and analyze resulting bids and make acceptance recommendations to the Board of Directors.
 - d. Insure that the lake is inspected on a quarterly basis and written status reports provided to the Board of Directors noting conditions found and corrective actions required.
 - e. Notify Board of Directors immediately of any serious problems that might arise at the lake.
 - f. Coordinate in a timely manner with any company that might be employed by the association to perform maintenance or other upkeep on the lake.
 - g. Verify invoices from said company; immediately notify Management Company or treasurer of any discrepancies.
 - h. Develop annual budget recommendations for submission to the Board of Directors beginning in 2009.
5. **ADMINISTRATION:** The Lake Management Committee is responsible to the Board of Directors through the Board Liaison appointed to provide guidance to the committee. Committee membership is limited to those appointed by the Board of Directors and committee activities are limited to those outlined above.

December 9, 2008

RESOLUTION NO. 7
CHANCELLOR WEST HOMEOWNERS ASSOCIATION
AMENITIES MANAGEMENT COMMITTEE
(AMENITIES: SWIMMING POOL/TENNIS COURTS/TOT LOT)
(AMC)

1. **BACKGROUND:** The Board of Directors in fiscal year 2008 determined that the Chancellor West Homeowners Association would benefit from establishment of standing committees to help oversee and manage various community assets and provide recommendations to the Board for operations and maintenance of such assets. The Amenities Management Committee (AMC) is one of four standing committees established by the Board of Directors in 2008.
2. **OBJECTIVE:** The AMC was conceived and established to provide recommendations to the Board of Directors regarding the maintenance and upkeep of all amenities for which the CWHOA is accountable and responsible. This responsibility includes the swimming pool, tennis courts and tot lot but excludes grounds maintenance for those amenities. The committee, as conceived, will review and recommend proposed improvements and maintenance to all amenities according to the guidelines established in the Covenants, Bylaws and Resolutions.
3. **GUIDANCE:** The AMC shall take direction from the Board of Directors and use the Architectural Guidelines and recommendations of all other committees sharing common area interests.
4. **REQUIREMENTS:**
 - a. Develop standard operating procedures, usage plans and maintenance standards for all amenities.
 - b. Assure that such plans are implemented upon approval by the Board of Directors and remain in use by any and all persons associated with respective amenity.
 - c. Coordinate operating procedures with any pool management company that might be employed by the association and assure that the pool is being maintained appropriately.
 - d. Review and make recommendations to the Board of Directors on all maintenance, repairs and improvements to the swimming pool, tennis courts and tot lot.
 - e. Insure that bid specifications are developed for all approved projects that are projected to exceed \$1,500 in cost.
 - f. Review and analyze resulting bids and make acceptance recommendations to the Board of Directors.
 - g. Insure that all amenities are inspected on at least a weekly basis during the swim season and status reports provided to the Board of Directors noting conditions found and corrective actions required.
 - h. Notify Board of Directors immediately of any serious problems with any amenity.
 - i. Develop annual budget recommendations for submission to the Board of Directors beginning in 2009.
5. **ADMINISTRATION:** The Amenities Committee is responsible to the Board of Directors through the Board Liaison appointed to provide guidance to the committee. Committee membership is limited to those appointed by the Board of Directors and activities are limited to those outlined above.

December 9, 2008

RESOLUTION NO. 7
CHANCELLOR WEST HOMEOWNERS ASSOCIATION
SOCIAL COMMITTEE
(SC)

1. **BACKGROUND:** The Board of Directors in fiscal year 2008 determined that the Chancellor West Homeowners Association would benefit from establishment of standing committees to provide assistance with management of neighborhood properties and amenities as well as coordination of social and other activities within the community. The Social Committee (SC) is one of four standing committees established by the Board of Directors in 2008.
2. **OBJECTIVE:** The SC was conceived and established to provide coordination of long-standing social activities such as the various holiday picnics and to make recommendations to the Board of Directors regarding additional social activities within the neighborhood. The committee, as conceived, would also coordinate responses to such community occurrences such as changes in ownership of a property (welcome committee), the death of a family member or a homeowner, a catastrophe such as a home fire, etc. The SC might also develop a block captain system to assist with neighborhood safety and provide information for committee coordination of responses to occurrences.
3. **GUIDANCE:** The SC shall keep the Board of Directors apprized of proposed events and neighborhood occurrences and take guidance from the Board of Directors when offered.
4. **REQUIREMENTS:**
 - a. Develop plans and solicit volunteers for each event.
 - b. Publicize each event within the neighborhood.
 - c. Oversee purchase of materials within budgeted amounts and provide itemized receipts for reimbursement of expenses for each event.
 - d. Follow up as necessary following each event.
 - e. Coordinate holiday decoration at the entrance and any other common grounds within the neighborhood.
 - f. Welcome newcomers to the neighborhood and gather contact information for the CW roster.
 - g. To the extent possible, keep abreast of occurrences within the neighborhood and respond accordingly, keeping the Board of Directors apprised of same.
 - h. Consider establishing a block captain system.
 - i. Help to promote safety within the neighborhood.
 - j. Develop annual budget recommendations for submission to the Board of Directors beginning in 2009.
5. **ADMINISTRATION:** The Social Committee is responsible to the Board of Directors through the Board Liaison appointed to provide guidance to the committee. Committee membership is unlimited and activities are determined by Committee consensus, with the approval of the Board. The committee is free to establish sub-committees such as a Welcome Subcommittee, Block Captains Committee or Neighborhood Watch, etc.

December 9, 2008