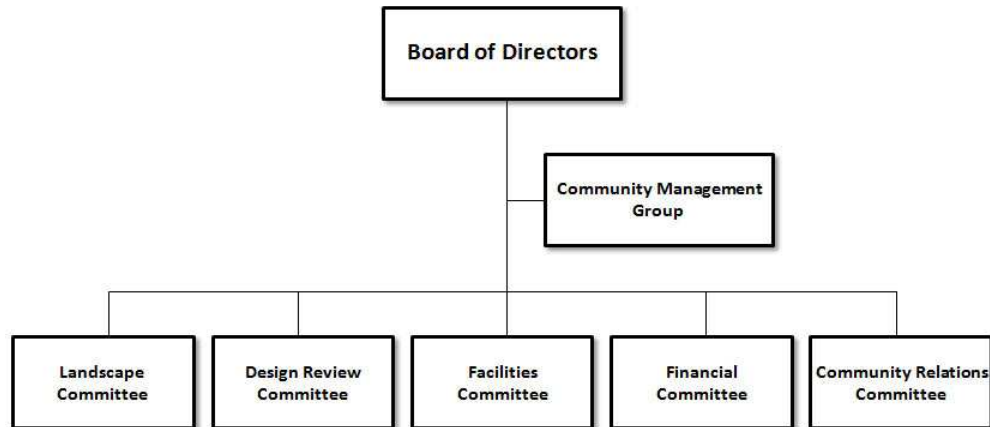




Lakes at Castle Rock Committee Structure



Committee Member Guidelines

- Each committee shall be comprised of no more than Five (5) persons.
- Each committee Chair Person must be a currently serving BOD elected member.
- A currently serving BOD elected member is limited to chairing one (1) committee.
- Committee members shall be appointed by the BOD for a term of one (1) year (term limits to run concurrent with annual BOD elections).
- Two (2) or more household members are not permitted to serve on the same Committee

Committee Members and Terms

- All Committee members shall be appointed by the Board of Directors for a term of one (1) year or less (term limits to run concurrent with annual BOD elections), subject to re-appointment by the Board for any number of consecutive terms, and as determined by the Board.
- The President of the Board of Directors, with the advice and consent of the Board, shall appoint the Committee Chairperson. All Committee members shall be members of the Association and shall be in good standing throughout the term of office.
- The Board of Directors reserves the right to remove or dismiss a Committee member at any time during the Committee member's term, with or without cause.

Meetings

- In accordance with ARS 33-1804, all regularly scheduled Committee meetings are open to all members of the Association or any person designated by a member in writing as the member's representative.
- In accordance with section 10-3825 of the Arizona Non-Profit Corporation Act, notice of meetings, action without meetings, quorum and voting requirements (as they apply to the Board of Directors) shall also apply to the Committee and its members.
- A majority of the Committee members shall constitute a quorum to transact business, and the act of the majority of the Committee members present shall be deemed to be the act of the Committee.
- In compliance with Section 10-11601(a) of the Arizona Non-Profit Corporation Act, the

Committee shall keep minutes of all its meetings as a permanent record for its actions.

- Meetings shall be held as needed.

Manner of Operation

Committees are ADVISORY in nature and shall conduct its business in accordance with applicable law and the responsibilities and duties vested in the Committee as described in this document.

Conflict of Interest

Any member of the Committee who might reasonably benefit, in whole or in part, whether actual or perceived, from the possible outcome of a Committee action under discussion, must disclose each time it is discussed that he/she has such an interest in the matter, and shall abstain from discussion and voting on any motion affecting that interest.

Personnel

Committee members shall be authorized to consult and plan with the Community Management Group in matters pertaining to the Committee's duties but shall not give direct orders to the Community Management Group or engage in personnel matters with the Community Management Group or the Community Management Group's subordinates. Personnel concerns or recommendations shall be directed to the Board of Directors. The Committee Chair person shall be the primary point of contact with the Community Management Company.

LANDSCAPE COMMITTEE

1. Advise the Board of Directors on matters regarding landscape and lakes management within Lakes at Castle Rock.
2. Be the primary point of contact for the contracted landscape company in the general overall appearance of the community as it relates to landscaping. Identify landscaping issues, maintenance needs, new installation needs.
3. Be the primary point of contact for the contracted lakes maintenance company in the health and appearance of lake water. Review monthly reports and bills from the company and supply the Board of Directors with pertinent lake health information.
4. Provide oversight regarding implementation and delivery of landscape and lakes contracted services.
5. Work with the Community Management Company to solicit bids for new installations and repair work beyond those items stated in the scope of work of annual contracted services.
6. Receive homeowner requests and complaints from the Community Management Company and determine follow up steps, which may include tasks for either the Community Management Company or the Landscape Committee.
7. Develop a procedure for members of the Owners' Association to report landscape and/or lakes problems that they feel need to be addressed. These will be addressed and acted upon as the Committee deems necessary.
8. Conduct periodic physical inspection of property pertaining to landscaping (shrubs, turf, trees, hardscape, irrigation, lakes). These inspections may or may not include personnel from the contracted landscape company.
9. Review proposals for work, upgrades, replacements to or additions to the landscaping and provide approvals to Community Management Company.
10. Make recommendations to the Board of Directors and assist the Board in the oversight of special landscaping construction projects and large repair projects.
11. Work with the Community Management Company to solicit periodic Requests for Proposals for landscape firms, review proposals, and make recommendations to the Board of Directors.

12. Perform other tasks as requested by the Board.

DESIGN REVIEW COMMITTEE

1. Advise the Board of Directors on matters regarding architectural oversight and compliance within Lakes at Castle Rock.
2. Review all proposed plans and specifications for all construction, exterior modifications, changes, alterations and renovations to all homes and lots in the community.
3. Consider, review and respond to all requests from Owners regarding proposed alterations or improvements to their lot.
4. Responsible for verification that completed alterations or improvements comply with community standards and guidelines.
5. Assist with the drafting or amending of standards for architectural control for approval by the Board of Directors.
6. Periodically review standards and guidelines for adequacy and application.
7. Assist in the periodic monitoring of member compliance with standards and guidelines, and provide information on enforcement situations as needed to the Community Management Group or the Board. Home owners have the right to appeal DRC decisions to the Lakes of Castle Rock BOD.
8. Perform other tasks as requested by the Board of Directors.

FACILITIES COMMITTEE

1. Advise the Board of Directors on matters regarding preservation and enhancement of physical facilities and assets within Lakes at Castle Rock.
2. Assist the Board of Directors in preserving and enhancing the physical facilities and assets of the community. These facilities shall include all aspects associated with guard house/gates, roads, sidewalks, common walls, club house, fitness center, pools, tennis courts, basketball court, playground, walking trails and other common property amenities.
3. Conduct periodic physical inspections of the facilities and assets.
4. Assist the Board in recommending procedures to maintain and improve the facilities and common area assets.
5. Review the status of the Association's reserve fund from the estimated life and replacement cost standpoint of each component. Make recommendations to the Board of Directors as needed.
6. Review proposals for work, upgrades, replacements to or additions to the facilities and common areas, and make recommendations to the Board of Directors accordingly.
7. Review, and propose as needed, additions or changes to the rules for the various facilities – to enhance safety and/or wear and tear.
8. Assist the Board in preparation of the annual budget for expenditures relating to the facilities and assets.
9. Assist the Board in the oversight of special construction projects on the facilities, and large repair or renovation activity.
10. Research and recommend to the Board, when deemed appropriate, the use of outside consultants, inspectors, contractors or vendors.
11. Monitor, as needed, the provision and future of the water, electric and gas utilities for the community.
12. Coordinate with the Community Management Group on and planned or ongoing construction or maintenance projects.
13. Perform other tasks as requested by the Board of Directors.

FINANCE COMMITTEE

1. Advise the Board of Directors on matters regarding finance, financial planning, and in monitoring budget and investment practices.
2. Initiate and monitor the review of vendor contracts.
3. Assist in the preparation, monitoring and analysis of the annual budget.
4. Make recommendations regarding financial controls, budget procedures, fiscal accountability and pertinent fiscal policies and procedures.
5. Review insurance provisions and make recommendations on adequacy of coverage, coverage options, costs etc.
6. Review and make recommendations on the adequacy of and contributions to the reserve fund.
7. Make recommendations regarding the selection of a tax preparer and the review/audit of the Association's books and records.
8. Review the annual review/audit and tax reports.
9. Perform other tasks as requested by the Board.

COMMUNITY RELATIONS COMMITTEE

1. Advise the Board of Directors on matters regarding news letter, social events, facility bookings, community outreach, Board and Committee member recruitment activities.
2. Oversight of the creation of a monthly news letter to include Association meeting dates and times, social event dates and times, monthly Board meeting agenda, articles of interest, Board & Committee recruitment and community awareness issues to residents.
3. Develop process and procedures to obtain community feedback on important issues.
4. Develop and oversee community social and educational events appropriate for the broad range of family and resident interest while utilizing Association's facilities and assets.
5. Booking and access control of Association's recreation center and grounds for appropriate resident use.
6. Maintain professional inside area appearance of West and East gate houses.
7. Welcoming new residents to the Association.
8. Perform other tasks as requested by the Board.

Approved June 2013.

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