

Common Property Committee Charter

Updated July 21, 2016 by the Common Property Committee



- a) Purpose
- b) Composition, Report to the Board of Directors
- c) Responsibilities & Tasking
- d) Goals
- e) Policy: Common Property
- f) Standard Operating Standards & Processes
- g) Committee Meetings
- h) Committee Budget
- i) Reports & Articles

A. Purpose

The Common Property Committee serves as an advisory committee to the MPHOA Board of Directors to preserve, protect and enhance the landscaped and natural areas of Common Property of MPHOA consistent with the Common Property Master Plan.

B. Composition, Report to the Board of Directors

The Committee shall have not less than 3 adult resident members (property owners only), including one Director of the Board. Additionally the MPHOA Landscape Operations Manager and Executive Director are ex-officio committee members. All members (not ex-officio) will have voting privileges. The Committee reports to the Board of Directors.

C. Responsibilities & Tasking

The Common Property Committee shall:

1. Update the Common Property Master Plan.
2. Provide long term direction to properly preserve, protect and enhance the landscaped and natural areas of MPHOA consistent with the Common Property Master Plan.
3. Identify Common Property projects annually to be implemented by MPHOA staff and/or subcontractors.
4. Provide direction for the public educational programs related to Common Property.

D. Goals

Standard goal for the Common Property Committee is to assist the Board to provide for the maintenance, preservation, and operation of the Common Properties for the benefit of the residents.

E. Policy (Board Level Document) – Common Property Master Plan adopted June 21, 2012.

F. Standard Operating Standards & Processes

Funding:

- Mandatory reserves projects are funded with mandatory reserves fund.
- Maintenance projects are funded with operations fund (annual budget).

Walk Through:

Periodic walks through of the Common Property areas are scheduled to assess the state of the area and specifically review proposed projects in detail.

G. Committee Meetings

Committee meetings are scheduled as necessary. Meetings are held at the Mt. Park Clubhouse. Meeting packets are sent as a PDF documents no later than the Friday before each meeting. It is

essential that Committee members prepare for the Committee's discussions and deliberations by reviewing all materials sent prior to the meeting.

H. Committee Budget

The Committee does not have an annual budget. The proposed Common Property projects need to be incorporated in the landscape operations budget or need Board approval for release of Reserves fund monies.

I. Reports & Articles

Common Property Committee Report:

Common Property Committee Meetings notes are recorded.

Annual Common Property Committee Report:

The committee submits an end of the year report of Common Property projects completed for publication in the Mountain Park HOA annual meeting packet to the members.