

SRPOA COMMITTEE CHARTERS & RESPONSIBILITIES

(as of 16 July 2016)

Revised August 2023

ARCHITECTURAL REVIEW COMMITTEE

Charter:

The Architectural Review Committee maintains the integrity of Saddle Ridge through the review and evaluation of homeowner applications for improvements to any lot/property within Saddle Ridge.

Responsibilities:

- Receive and process applications and respond to applicants with correspondence of approval, modification recommendations or denial in a timely fashion.
- Correspond with property owner applicants and with the General Contractor regarding any requirements including payable road impact fees.
- Utilize the Saddle Ridge Property Owners Association's Community Covenants, Conditions, and Restrictions (CC&Rs) as well as any other guidelines set forth by the Board of Directors to make decisions.
- As needed and requested, make recommendations to the Board regarding special projects that affect the architecture of the community, including common area modifications, enhancements, and other aesthetic suggestions.

EVENTS/HOSPITALITY COMMITTEE

Charter:

Through organized social events and one-on-one outreach to new property owners, the Events/Hospitality Committee builds a sense of community amongst property owners and residents.

Responsibilities:

- Plan and coordinate social events (including breakfast for the Annual Meeting) for Saddle Ridge property owners.
- Provide refreshments for select events.
- Integrate new property owners into Saddle Ridge through personal contact and direction to appropriate resources (i.e. website).
- Gatekeeper for Saddle Ridge Barn event policies and applications.

ROADS COMMITTEE

Charter:

Keeping in mind the safety and well-being of property owners and their guests as well as the delicate mountain eco-system, The Roads Committee maintains and improves roadways and common areas in Saddle Ridge within acceptable standards and within budgetary constraints.

Responsibilities:

- Road maintenance and improvements as needed and approved include:
 - The addition of gravel when and where necessary.
 - Contracting for grading / blading to maintain roadway shape for optimal drainage.
 - Maintaining effective drainage ditches, culverts, banks through the cleaning of ditches, shaping of ditches and necessary mowing of vegetation along banks.
 - Occasional mowing of grass along roadways timed in such a way as to have minimal impact on wildflowers and pollinators.
- Work through the Board and the Communications Committee to keep property owners informed as to any issues regarding road or common property maintenance activities.

Saddle Ridge Property Owners Association

ENVIRONMENT COMMITTEE Charter: (7/2016; **updated 8/2023**)

The Environment Committee protects, conserves and enhances the aesthetic and environmental value of our community through oversight of natural resources, beautification of common areas and promotion of environmentally-friendly practices.

Responsibilities:

- Monitor the community's natural resources (wetlands, forests, streams, fauna, flora, etc.) and suggest management practices as needed.
- Monitor wildlife interactions and interface with the Communications Committee to inform property owners about local wildlife and how to coexist safely for both humans and wildlife (ex. Living with bears, hogs, snakes, ginseng poachers).
- Enhance and beautify common areas (including barn, gate, kiosk, flower beds).
- Promote environmentally-friendly and Firewise landscaping.
- Educate residents about these natural assets and engage residents in community projects to enhance our environment (ex. Clean-ups, plantings).
- Improve waste management by helping residents reduce and recycle regular household waste, event waste, property debris, landscape/tree debris, etc.
- Coordinate with Road and Architectural Committees to minimize road construction impact on the environment.

Saddle Ridge Property Owners Association

COMMUNICATIONS COMMITTEE Charter: (revised 8/2023)

The Communications Committee informs, engages, and educates residents, property owners, and prospective owners about board actions, issues, events, and activities important to the Saddle Ridge community.

Responsibilities:

- Maintain and update the private Facebook group page so that property owners are aware of community news and events, meetings, and board activities.
- Maintain and update the public Saddle Ridge website with current information for property owners and prospective owners, regarding the SRPOA community, resources, C&Rs, by-laws, board actions, notices, and calendar of events.
- Create and distribute the *Ridge Rambler* newsletter on a regular basis. The *Ridge Rambler* will include committee reports and actions of the board in the president's message.

Publish 3-4 weeks after a board meeting—

<u>Board Meeting</u>	<u>Publish by</u>
March	April 15
June + July annual meeting	August 1
September	October 15
December	January 15

- Working closely with the treasurer, ensure that the contact information for all property owners is up-to-date. Includes
 - database (an Excel spreadsheet)
 - directory published in late August with updates from the annual meeting. Emailed as a pdf only to those owners who are listed in the directory
 - sign-in book/roster for annual meeting
 - other lists as needed, for example, voting/properties-owned checklist
- Maintain the community bulletin board at the kiosk.
- Post notice of upcoming board meetings 15 days in advance of meeting on the bulletin board at the kiosk, on Facebook, and in an email to all property owners.
- Manage the SRPOA gmail account.
 - Forward queries to the appropriate committee chair or board officer.
 - Organize and archive emails.
- Archive SRPOA electronic and hardcopy documents.

2023-2024	Communications Chair / Michael	Secretary / Betsy
Facebook	Primary	Backup
Website	Backup	Primary
Ridge Rambler	Editor with Roxanne	Proofread
Database / Lists	Backup	Primary
Bulletin Board	Backup	Primary - meetings/events
email	Primary	Backup
Calendar		Meetings / events
Archives	Electronic – gmail	Paper

Maintaining the Saddle Ridge Owner Database

The Saddle Ridge (SR) owner database is a complete list of all property and home owners. There are 234 Saddle Ridge lots. As of July 2023, there are 147 owners with 74 houses with 8 more under construction.

The file is currently maintained in an Excel spreadsheet. From the database, information is pulled using the mail merge feature of Word to produce reports (descriptions below).

The file is stored on the G: drive accessed through saddleridgepoa@gmail.com.

The main sources for the information for the database are email communications through the SR email, from the SR treasurer who is contacted by title offices, and by monitoring the property transfers published weekly in the Sunday *Daily Times*.

Managing the database includes

- Maintaining the SR mail lists in saddleridgepoa@gmail.com
used to communicate with property owners. The master list is Owners. Additional lists include Homeowners (own houses in SR); Directory (used to send the directory only to those in the directory); SRWomen (only women in SR); SRPOA Board (current board members).
- Publishing the Homeowners Directory
published annual in the early Fall (PDF format). If there are a number of changes, the directory may be published more frequently. The list is distributed electronically only to those on the list.
- Printing the Annual Meeting Roster
serves as the attendance roster for the annual meeting. Owners sign in and have an opportunity to update information. The roster identifies the number of votes an owner has for voting on an SR issue. (Owners get 1 vote for each property owned—with a couple of exceptions.)
- Other reports as needed (examples):
 - List of street addresses of home for FedEx delivery to kiosk box
 - Firewise Home Inspection checklist

The database is for Board use only. All mailings are approved by 2 or more Board members and are not used for political, religious, or other messages not related to Saddle River activities.

Updated 7/23/2023 (8/15/2020)