

SRPOA COMMITTEE CHARTERS & RESPONSIBILITIES

(as of 16 July 2016)

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.

ENVIRONMENT COMMITTEE

Charter:

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.

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.

COMMUNICATIONS COMMITTEE

Charter:

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, CC&Rs, by-laws, board actions, notices, and calendar of events.
- Create and distribute the Ridge Rambler newsletter on a regular basis.
- Ensure that the contact information of all property owners is up-to-date.
- Maintain the community bulletin board at a common location.
- Post notice of upcoming board meetings.