

**CHARTER
COMMON PROPERTY AND FOREST COMMITTEE
HOT SPRINGS VILLAGE PROPERTY OWNERS' ASSOCIATION**

2-18-15

I. AUTHORITY

Article XII of the By-Laws of the Hot Springs Village Property Owners' Association.

II. JURISDICTION

All common properties of Hot Springs Village as defined in the Declaration, Article I, Section I (C) and Articles VI, VII, and VIII included but not limited to green belt areas, roadways, road rights-of-way, lakes, driveways over common property, golf courses, and other amenities and facilities.

- A. The Golf Department and/or superintendents have responsibility for golf courses designated as common property.
- B. The Public Works Department has the responsibility for managing all roads and road rights-of-way.
- C. Other committees, i.e., Trails Committee and Lakes Committee, etc., wishing to change or modify common property must advise the CP&F Committee of their plans in writing but permits are not required.

III. PURPOSE

To advise POA staff within the policies and guidelines of the Board of Directors on matters pertaining to Hot Springs Village as it relates to common property, forestry, and wildlife issues. It is charged in its deliberations to protect the general character, appearance and use of common property; and to protect and enhance the property values and environment of Hot Springs Village.

IV. ORGANIZATION AND APPOINTMENT

- A. The committee shall consist of seven members of the Property Owners' Association who shall be appointed by the Board of Directors.
- B. Committee members shall be appointed prior to the regular April Board meeting for staggered three-year terms. Appointments made to fill a vacancy shall serve the balance of the term vacated.
- C. A chairperson shall be elected by a majority of the committee members for a term of office not to exceed one year and shall not succeed himself/herself unless requested by the committee and authorized by the Board of Directors. He/she shall preside

over all meetings, announce the order of business, state and put to vote all motions brought before the committee. He/she shall appoint the Firewise Sub-Committee of Common Property and Forest per a separate charter governing it and any other sub-committees as required to conduct the committee's business. Guidelines to assist the chairperson in the execution of his/her duties can be found in POA Operating Policies, Chapter 7, Article 3.

- D. A vice-chairperson shall be elected by the committee. The vice-chairperson shall perform the duties of the chairperson in his/her absence.
- E. A secretary shall be designated to record minutes of all meetings.

V. ENFORCEMENT

The committee shall review violations and shall make recommendations to the staff for enforcement.

VI. DUTIES AND RESPONSIBILITIES

- A. With the Permitting and Inspections Department staff, review and approve/disapprove all Class II permit applications.
- B. Review applications and plans for any modifications to landscaping and construction on common property, conduct investigations, and act as the avenue for appeals of any permit denied by Permitting and Inspections staff; decisions by the Common Property and Forest Committee shall be final.
- C. Review property owners' complaints about misuse of common property.
- D. Monitor and make recommendations for preventing or controlling erosion on common property.
- E. Review plans and make recommendations for forestry management issues. Monitor wildlife population and make recommendations, as required, on control mechanisms to manage the population.
- F. Investigate methods of enhancing the appearance of road rights-of-way and make recommendations to POA staff.

VII. LIMITATIONS

- A. The committee shall not issue orders to any POA employee, nor will any member have the authority to discipline employees.
- B. The committee is not authorized to commit funds of the POA.

- C. No committee member shall engage in any activity that would constitute a conflict of interest with the duties and responsibilities of the committee.
- D. Committee members are prohibited from accepting any form of gratuity, any form of remuneration from suppliers, contractors, realtors, property owners, or any other person doing business, attempting to do business, or in conflict with or in competition with the POA.

VIII. DISCLAIMER

No warranty or representation is made or should be implied by any individual owner that the actions of the Common Property and Forest Committee are intended as a tacit approval of the quality, safety, desirability or suitability of any design or construction.

IX. MEETINGS

The committee shall meet monthly at a scheduled time and place. Additional meetings may be held if required or desired by the committee. All meetings shall be open to the public, except for involved property owners during permit application voting activity.

X. REPORTS

- A. Minutes of meetings shall be submitted to the office of the General Manager for distribution and filing no later than Thursday immediately prior to the regularly scheduled Board meeting.
- B. Annual report of committee activity to be completed in accordance with Article XII, Section 4.K, of the By-Laws.

Adopted by B.O.D., 7-19-00, 5-19-04, 7-20-05, 10-17-07, 12-28-07, 1-16-08, 10-15-08, 6-19-2013, 2-18-15