



## Townhouse Association

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### APPLICATION TO SERVE ON COMMITTEE(S)

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(Please Print)

Email Address: \_\_\_\_\_

- Any member of the Townhouse Association in good standing may serve on any Committee(s)
- Each committee undertakes projects to advise and assist the Townhouse Association Board of Directors in determining viable and cost effective solutions.
- Each committee selects its own chairperson and secretary from its members
- Frequency of committee meetings is determined by committee members based on the urgency of resolution and implementation of said project(s).
- Attendance and participation is required.

Please indicate which committee(s) you would be interested in serving on, your time and problem solving ability:

**STANDING COMMITTEES:** Permanent ongoing committees are involved in both short and long term planning of the Association.

**(Please submit a brief resume for these positions)**

1. \_\_\_\_\_ ARCHITECTURAL REVIEW
2. \_\_\_\_\_ FINANCE
3. \_\_\_\_\_ NOMINATING & ELECTIONS
4. \_\_\_\_\_ STANDARDS CONTROL & CAPITAL IMPROVEMENTS

**AD HOC COMMITTEES:** A committee is activated for a specific purpose, case, or situation. Upon completion of such, said committee is dissolved.

1. \_\_\_\_\_ AD HOC

TOWNHOUSE ADDRESS: \_\_\_\_\_ COURT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PROPERTY OWNER SINCE: \_\_\_\_\_

I acknowledge I have read the attached charges for the committee I'm applying for and I understand what my responsibilities will be.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **COMMITTEES**

The Board of Directors shall appoint the following advisory committees for a period not less than twenty four (24) months at the Association's annual meeting. A member of the Association may serve on one or more committees. Each committee shall consist of a Chairman and two or more non-Board members of the Association and one Board liaison member, who shall not vote on any business of the committee.

**Section 1. Nominating & Election Committee.** This committee shall be responsible for the election process of all Board of Director members and assessment elections, including assembling ballot packets and counting of the ballots.

**Section 2. Finance Committee.** This committee shall be responsible for the development and oversight of the Association's annual budget, sending it with their recommendations to the Board of Directors for their approval. The committee shall also be responsible for recommending assessment increases and/or decreases to the Board of Directors.

**Section 3. Standards, Control & Capital Improvements Committee.** This committee shall be responsible for the development and enforcement of general rules of the Association dealing with the general maintenance of all dwelling units within the properties of the Association.

The committee shall also be responsible for developing minimum acceptance standards for all new developments that any developer may desire to be added to the Association. Such standards shall include complete pre-installed landscaping for the development, pre-installed in-ground control devices to water said landscaping, and other pre-installed amenities that will curtail excessive labor costs by the Association to maintain the property once it is accepted.

Once a set of standards is developed and approved by the Board of Directors, the Committee will refer non-compliance when these standards are not maintained to the Board of Directors. The Committee will work with local community improvement groups and committees to develop a master plan for said improvements in each court. In addition, the Committee shall work with the Finance Committee in the development of strategic funding plans for said recommended improvements on a priority basis.

**Section 4. Architectural Review Committee.** This committee shall be responsible for the Townhouse Association standards compliance, and reviewing requests for structural changes and notifying the HSV Architectural Control Committee of approval or disapproval.

**Section 5. Other Standing Committees.** The Board of Directors may appoint other standing committees of the Association as deemed necessary.