



May 21, 2021

At the May 19th Open Board Meeting, we approved two committee charters, Grounds and Construction, since the budget depends on planned projects in these areas.

Remember:

Committees are an invaluable resource for the Board who makes the decisions along the way from assignment through implementation.

Committees are limited in scope and are advisory.

Committees give owners a direct voice in important matters.

Committees have standards regarding membership, responsibilities, and ethics.

Committees share the Board's load and, when diverse, prevent undue influence by any one person or group.

Committees are the place to problem solve and play Devil's advocate.

Characteristics of a committee member:

- maintains objectivity rather than a personal agenda, mission or ax to grind.
- dedicates time and effort to gain expertise.
- uses effective and timely communication.
- takes responsibility for assignments.
- balances the historical ethos of The Pueblo while envisioning a sustainable future.
- works toward outcomes without sacrificing relationships.
- focuses on the benefits for **all** rather than the self. There is no I in team.

If you are interested in becoming a member of one of these committees, please submit your name and the name of the committee to Korin at korin@gothoa.com.

The following charters contain the same templated language (in black) except for the committee's specific scope (in yellow).

PUEBLO AT ANDERSON SPRINGS ASSOCIATION
CONSTRUCTION COMMITTEE CHARTER
(Adopted May 19, 2021)

Authority

This committee is established per Article 3.11 Section k. of the First Amended and Re-stated Bylaws of the Pueblo at Anderson Springs Association.

Statement of Intent and Objectives:

The purpose of this committee is to provide recommendations to the Pueblo at Anderson Springs Board of Directors regarding painting and stucco, roofs and building structures. The committee and committee members shall serve at the will of the Board of Directors. The Pueblo at Anderson Springs Board reserves the right to modify this Charter at its sole discretion.

Committee membership

- Service on this committee is at the sole discretion and approval of the Board of Directors.
- Committee may consist of up to three (3) committee members. One (1) committee member must be a current Board committee member.
- In addition to the regular committee members, no more than two (2) additional owners may be approved by the Board of Directors, to serve as Alternates.
- An Alternate committee member may attend all meetings. If a quorum of regular committee members is not present, the appointed Alternate(s) shall have the authority of a regular committee member while participating in the meeting, and his/her presence will be counted towards quorum.
- Committee membership is limited to owners in good standing.
- Only one owner from any one lot/unit may serve on this committee.
- All committee members of the Committee must be submitted to and approved by the Board of Directors.
- Acknowledgement and signature of this charter and the Association Code of Conduct is required for committee membership.
- Conflicts of Interest; Disclosure: A Committee member may recommend or retain a Vendor to provide services to The Pueblo at Andersen Springs if the Vendor: (a) is a Related Party or Associate of the Committee member, or (b) has any other financial or other than independent relationship to the Committee member only if the Committee member discloses the Vendor relationship, and any payment the Vendor has agreed to make to the Committee member, to The Pueblo at Andersen Springs at or before the time the recommendation is made, or the Vendor is retained. The board of directors must consent to do business with the Vendor after the disclosure. The Committee member shall document the disclosure to the Board.

- Gifts, Gratuities, Commissions or Fees and Events: The Pueblo at Andersen Springs forbids the receipt or distribution by Committee members of gifts, entertainment, cash or other favors from existing or prospective vendors or suppliers because such receipt or distribution can create the appearance of undue influence on or by the Committee member. No Committee member may accept any unearned fees or other forms of remuneration that may actually be, or appear to be, a conflict of interest.
- Fees, Commissions, Gifts and Gratuities: No Committee member may solicit or accept any fees, deferred compensation, commissions, or gratuities, in cash or in kind, for recommending any third party to The Pueblo at Andersen Springs or for purchasing goods or services on behalf of the Association.
- The acceptance of any gratuity in cash is prohibited.
- Under no circumstances shall a Committee member, Associate or Related Party solicit any gratuity, in cash or in kind, on their own behalf or on behalf of another, regardless of value or type, from any person or business.
- If at any time a committee member chooses to resign from the committee, an open vacancy will be advertised to the Pueblo at Anderson Springs residents, and applications will be considered and appointed by the Board of Directors to fill the vacancy for the remainder of the vacant term.
- The Committee Chair may recommend removal of any committee member who misses 3 or more meetings in a 12-month period or who does not maintain a code of conduct.
- A committee member may be removed, with or without cause, by a majority vote of the Board of Directors.

Appointment, Term of Service, and Requirements

- Committee members must submit in writing to be appointed by the Board of Directors. The term of service is one year, beginning the first of the month following the Annual Meeting of the Association in that current year, and ending the last day of the month the annual meeting of the following year, unless ended earlier by resignation or other form.
- The Committee Chairperson shall be a current Board committee member, assigned by the Board of Directors to serve on the Architectural Control Committee, and will have all rights and responsibilities as all other committee members.

Restricted Functions

- Individual committee members do not have the authority to give directions and/or instructions to contractors, vendors unless empowered by the board.
- Individuals may not represent the Association or committee to other persons outside the Association and/or to committee members of the Association, nor to perspective committee members of the Association, including but not limited to, making commitments, or signing contracts on behalf of the Association, unless otherwise directed to do so by the Board or Management.
- Whenever a quorum of the committee is present outside of a meeting, committee business may not be discussed except for administrative purposes (scheduling or confirming meeting dates or times, deadlines, etc.)
- All discussions and decisions shall be made at committee meetings.

- Information received by committee members of the ACC as a course of committee involvement is considered to be confidential, Association property and shall not be distributed or disseminated either orally or in written format without prior approval from the Chairperson, Management, or the Board of Directors.

Meetings

- All meetings must be conducted in accordance with current applicable governing law, regarding Open Meeting and communication legal requirements.
- The Committee shall meet as often as necessary to fulfill the obligations and functions of the committee in reviewing submittals.
- A quorum must be present to conduct business. Emails consisting of a quorum of the committee is considered a meeting by Arizona Revised Statutes governing Pueblo at Anderson Springs Association. Therefore, discussion via email is not permitted, unless the topic is purely for administrative purposes.
- Meetings shall be open to attendance by all committee members in good standing of the Association.
- Meetings will be conducted using Roberts Rules of Order, administered by the Committee Chair, and follow current Arizona Revised Statutes allowing residents in attendance to comment prior to any committee vote.

Reporting

- Meeting agendas will be prepared by the Chairperson and distributed to committee members and participants at the regularly scheduled meetings.
- It is the responsibility of the Chairperson to see that accurate and detailed notes or Minutes are recorded at each meeting. A copy of all notes or Minutes will be kept on file at the Management Office.
- All Committee communication to the Board shall be in writing and, delivered to management five (5) days prior to the monthly Board meeting for distribution to the Board in their meeting preparation materials packet.
- All bids and proposals being recommended by the committee will be provided along with appropriate documentation of costs.

Budget and Expenditures

- Should the committee make recommendations for expenditures outside of the approved budget, the committee shall work with Management to solicit bids for such work and provide the Board a detailed recommendation.
- The Committee should provide detailed annual budget requests to Management in August of the current year for consideration and inclusion in the preliminary budget for the following year.

Authorization and Responsibility

- Conduct walking property reviews on a quarterly basis and make recommendations for maintenance of painting, stucco, roofs, and building structures.
- Respond as needed and requested from time to time by the Board.
- Meet as needed with the contractors and/or Management team to discuss painting, stucco and roofing issues.

- Complete special assignments as requested by the Board. Special assignments may include research, development of RFPs and recommendations for specific improvements to paint and roofing or aid in choosing contractors.

This is to confirm that the above-mentioned Charter was approved by the Pueblo at Anderson Springs Board of Directors and will be in full force and effect as of May 19, 2021 and will remain in full force and effect until such time as it may be modified, rescinded, or revoked by the Board.

Pueblo at Anderson Springs Association, President

Date

Pueblo at Andersons Springs, Association Committee member

Date

PUEBLO AT ANDERSON SPRINGS ASSOCIATION
GROUNDS COMMITTEE CHARTER
(Adopted May 19, 2021)

Authority

This committee is established per Article 3.11 Section k. of the First Amended and Re-stated Bylaws of the Pueblo at Anderson Springs Association

Statement of Intent and Objectives

The purpose of this committee is to provide recommendations to the Pueblo at Anderson Springs Board of Directors regarding common area landscaping and trees, irrigation and roads. The Committee members shall serve at the will of the Board of Directors. The Pueblo at Anderson Springs Association Board reserves the right to modify this Charter at its sole discretion.

Committee membership

- Service on this committee is at the sole discretion and approval of the Board of Directors.
- Committee may consist of up to three (3) committee members. One (1) committee member must be a current Board committee member.
- In addition to the regular committee members, no more than two (2) additional owners may be approved by the Board of Directors, to serve as Alternates.
- An Alternate committee member may attend all meetings. If a quorum of regular committee members is not present, the appointed Alternate(s) shall have the authority of a regular committee member while participating in the meeting, and his/her presence will be counted towards quorum.
- Committee membership is limited to owners in good standing.
- Only one owner from any one lot/unit may serve on this committee.
- All committee members of the Committee must be submitted to and approved by the Board of Directors.
- Acknowledgement and signature of this charter and the Association Code of Conduct is required for committee membership.
- Conflicts of Interest; Disclosure: A Committee member may recommend or retain a Vendor to provide services to The Pueblo at Andersen Springs if the Vendor: (a) is a Related Party or Associate of the Committee member, or (b) has any other financial or other than independent relationship to the Committee member only if the Committee member discloses the Vendor relationship, and any payment the Vendor has agreed to make to the Committee member, to The Pueblo at Andersen Springs at or before the time the recommendation is made, or the Vendor is retained. The board of directors must consent to do business with the Vendor after the disclosure. The Committee member shall document the disclosure to the Board.

- Gifts, Gratuities, Commissions or Fees and Events: The Pueblo at Andersen Springs forbids the receipt or distribution by Committee members of gifts, entertainment, cash or other favors from existing or prospective vendors or suppliers because such receipt or distribution can create the appearance of undue influence on or by the Committee member. No Committee member may accept any unearned fees or other forms of remuneration that may actually be, or appear to be, a conflict of interest.
- Fees, Commissions, Gifts and Gratuities: No Committee member may solicit or accept any fees, deferred compensation, commissions, or gratuities, in cash or in kind, for recommending any third party to The Pueblo at Andersen Springs or for purchasing goods or services on behalf of the Association.
- The acceptance of any gratuity in cash is prohibited.
- Under no circumstances shall a Committee member, Associate or Related Party solicit any gratuity, in cash or in kind, on their own behalf or on behalf of another, regardless of value or type, from any person or business.
- If at any time a committee member chooses to resign from the committee, an open vacancy will be advertised to the Pueblo at Anderson Springs residents, and applications will be considered and appointed by the Board of Directors to fill the vacancy for the remainder of the vacant term.
- The Committee Chair may recommend removal of any committee member who misses 3 or more meetings in a 12-month period or who does not maintain a code of conduct.
- A committee member may be removed, with or without cause, by a majority vote of the Board of Directors.

Appointment, Term of Service, and Requirements

- Committee members must submit in writing to be appointed by the Board of Directors. The term of service is one year, beginning the first of the month following the Annual Meeting of the Association in that current year, and ending the last day of the month the annual meeting of the following year, unless ended earlier by resignation or other form.
- One Board member must be appointed to the committee by the Board of Directors. This Board member may be considered as an Alternate.
- The committee Chairperson shall be a member of the committee as agreed upon by a vote of the committee.

Restricted Functions

- Individual committee members do not have the authority to give directions and/or instructions to contractors, vendors unless empowered by the board.
- Individuals may not represent the Association or committee to other persons outside the Association, and/or to members of the Association or to perspective members of the Association, including but not limited to, making commitments, or signing contracts on behalf of the Association, unless otherwise directed to do so by the Board or Management.
- Whenever a quorum of the committee members is present outside of a meeting, committee business may not be discussed, except for administrative purposes (scheduling or confirming meeting dates or times, deadlines, etc.).
- All discussions or decisions shall be made at committee meetings.

- Information received by member of the Landscape Committee as a course of committee involvement shall not be distributed or disseminated without prior approval from the Chairperson or Management.

Meetings

- All meetings must be conducted and held in accordance with current applicable governing law regarding Open Meeting Laws and Communication legal requirements.
- The committee shall meet once per month, or more often as necessary, to fulfill the requirements of the assignments and functions of the Committee.
- A quorum must be present to conduct business. Emails consisting of a quorum of the committee is considered a meeting by the ARS governing Pueblo at Anderson Springs Association. Therefore, discussion via email is not permitted, unless the topic is purely for administrative purposes.
- Meetings shall be open to attendance by all members in good standing of the Association.

Reporting

- Meeting agendas will be prepared by the Chairperson and distributed to members and participants at the regularly scheduled meetings.
- It is the responsibility of the Chairperson to see that accurate and detailed notes or Minutes are recorded at each meeting. A copy of all notes or Minutes will be kept on file at the Management Office.
- All Committee communication to the Board shall be in writing and, delivered to management five (5) days prior to the monthly Board meeting for distribution to the Board in their meeting preparation materials packet.
- All bids and proposals being recommended by the committee will be provided along with appropriate documentation of costs.

Budget and Expenditures

- Should the committee make recommendations for expenditures outside of the approved budget, the committee shall work with Management to solicit bids for such work and provide the Board a detailed recommendation.
- The Committee should provide detailed annual budget requests to Management in August of the current year for consideration and inclusion in the preliminary budget for the following year.

Authorization and Responsibility

- Conduct walking property reviews on a quarterly basis and make recommendations for improvements or changes regarding common areas.
- Respond as needed and requested from time to time by the Board.
- Meet as needed with the landscape contractor and/or Management team to discuss landscape issues.
- Complete special assignments as requested by the Board. Special assignments may include research, development of RFPs and recommendations for specific improvements to common area landscape and trees or aid in choosing contractors.

This is to confirm that the above-mentioned Charter was approved by the Pueblo at Anderson Springs Board of Directors and will be in full force and effect as of May 19, 2021 and will remain in full force and effect until such time as it may be modified, rescinded, or revoked by the Board.

Pueblo at Anderson Springs Association, President

Date

Pueblo at Andersons Springs, Association Committee Member

Date
