

OCEANSIDE COMMUNITY ASSOCIATION
Architectural/Facilities & Maintenance
Committee Charter
April 24, 2006

Purpose:

To monitor the external design and appearance of changes on any lot, Oceanside Community Association building, or dwelling unit within their control, and to maintain, and enhance the architectural integrity of the community.

The limit of Architectural / Facilities & Maintenance regulation by the association states that neither the Architectural Committee nor any member thereof shall be responsible for structural or other defects of any kind or nature whatsoever in said plans or specification erected in accordance therewith.

For one or more of the Committee Members to inspect the location of all work orders and applications which have been submitted to the Committee prior to their coming before the complete Architectural / Facilities & Maintenance Committee, to insure compliance with requested project information. Work orders and applications will then be submitted to the Committee for final discussion and recommendation to the Board.

To inspect and advise the Community Manager and Board of Directors (BOD) on required maintenance to the Association's common areas and facilities, and to review and recommend solutions for repairs, replacements and improvements. The BOD has final approval over any recommendations made by this Committee.

Organization:

The Board President shall appoint an owner-member as Chairperson and a Board member to serve as liaison between the BOD and the Committee. This Committee shall consist of a minimum of eight (8) additional owner-members, appointed by the Chairperson and approved by the BOD. Membership shall include individuals qualified to perform the various tasks assigned to the Committee.

Responsibilities:

The Chairperson shall attend monthly meetings of the BOD or make arrangements for a Committee member to attend in his/her absence.

The Chairperson shall preside over all committee meetings using standard parliamentary procedure, and shall cause meeting minutes to be prepared and submitted to the Community Manager for Board of Directors' review and approval.

The Committee shall establish specifications and guidelines that include, but are not limited to, exterior paint colors, styles of fencing, gates, doors (screen, garage, atrium, etc.), roofing, patio covers, exterior lights, and ornamentation. Make recommendations to Association staff on specific items relating to the physical elements of this community, including burnt out lighting.

The Committee shall conduct on a monthly basis scheduled walk-through of all Association facilities, including streets and common area structures, to confirm that the requirements of good maintenance are being met. Particular attention shall be given to items affecting health and/or safety.

The Committee shall meet at least monthly to process Architectural/Facilities & Maintenance Change Requests. At this meeting the Committee will ensure that Architectural/Facilities & Maintenance Change Requests are recommended for approval in compliance with Association specifications created by the Committee and approved by the BOD, the City of Oceanside building codes and regulations, as well as Federal and State requirements. See Architectural / Facilities & Maintenance Guidelines and Standards.

The Committee shall review specifications and contract bids prepared or received by Association management for painting, road resurfacing and other areas as the BOD instructs, as well as Management's recommendation for selection of Contractors.

The Committee shall inspect work completed under outside vendor contracts for compliance with written contract specifications and report results to the Committee Chair, Community Manager and BOD.

The Committee shall inspect all work completed for BOD approved applications from owner/residents and confirm that work has been completed in accord with BOD approvals. Otherwise, the Committee shall report non-compliance to the Community Manager for BOD follow-up.

Bonnie L. Bravo
Bonnie Bravo, President

May 4, 2006
Date