

# **TAHOE DONNER ASSOCIATION ARCHITECTURAL STANDARDS COMMITTEE CHARTER**

## **PURPOSE**

Pursuant to the Articles of Incorporation, the Bylaws, and the Covenants and Restrictions of TAHOE DONNER ASSOCIATION (“Association”), the Architectural Standards Committee is a standing committee of the Association:

## **AUTHORITY**

The Architectural Standards Committee is established under the provisions of:

- ARTICLE VIII, Restated Bylaws of Tahoe Donner Association of 7 June 1991
- ARTICLE V, Declaration of Covenants and Restrictions of 17 January 1992.

The scope of the activities of the Committee is defined in the Declaration of Covenants and Restrictions.

## **MEMBERSHIP AND CHAIR**

The Committee shall consist of 3 regular, voting members. There may also be alternate, non-voting members. Alternate members are encouraged to attend meetings and participate in Committee decisions, but may only vote if an insufficient number of regular members are present to constitute a quorum.

Any member of the Association who is in good standing, who has a positive interest in contributing to the welfare of the Association, who is prepared to invest the necessary time, and who does not present a conflict of interest, is eligible to apply for appointment as a member of the Committee. Members who possess a professional degree or license in design, land planning, engineering, architecture, law, construction or related professions or experience will be given preference in appointment to the Committee. Directors and their immediate family members are ineligible for appointment. Co-owners of a property and immediate family members shall be ineligible to serve simultaneously on the Committee. No Presidents of other Tahoe Donner clubs are eligible to serve.

Other than when the Board finds an exception, regular and alternate members shall be appointed for a term of two years (subject to reappointment). Said terms shall be staggered where practicable in order to promote continuity within the Committee.

The ASC Chair shall submit a written request for new committee members wishing to be appointed, and current Committee members desiring reappointment to the Executive Assistant a stating their interest in serving on the Committee; all such requests shall be forwarded to the Board. Initial applications shall include a brief resume of the applicant’s talents or experience, which is relevant to the contribution that the applicant can bring to the Committee; a brief resume is not

required for reappointment applications. Initial requests will be submitted as vacancies and applicants are available.

The Committee members shall elect, from among its membership, the Committee's Chair.

## **COMMITTEE ADMINISTRATION**

### **Meetings:**

Committee meetings shall be held at least monthly. Meetings are open to all property owners and will be noticed on the Northwoods Clubhouse bulletin board; notice is required by ARTICLE VIII, Restated Bylaws of Tahoe Donner Association. Committee members are expected to attend scheduled meetings on a regular basis. Minutes of the meeting documenting the approvals and decisions shall be maintained and provided to the Board. Decisions of the Committee shall be reached by the majority vote of members present and constituting a quorum.

### **Quorum Requirements:**

A quorum of at least two (2) members (regular or, if insufficient regular members are present, alternate) shall be required to conduct business.

### **Reporting Requirements:**

1. The Chair, or a duly appointed representative, shall report periodically to the Board, General Manager or Staff Liaison on the actions of the Committee. Reports may be written, oral, or a combination thereof. Minutes of the meetings will be provided to the Board on a monthly basis.
2. November: The Committee Chair submits to the Executive Assistant a compilation of all requests received for reappointment, along with the Committee's recommendation with regard to such requests. The Board reviews the requests and recommendations in November and will take action in December.
3. December: At the regularly scheduled December Board meeting, the Committee shall submit to the Board the goals Committee sees as its focus for the upcoming year. These goals are to be reasonable in scope so as to realize the important issues for examination by the Committee and may be modified through the year to meet changing conditions.
4. January: The Committee shall establish its meeting calendar and elect a Chair for the upcoming year. The Committee Chair will submit a report to the Executive Assistant indicating the Committee's meeting calendar and the elected chair. At its regularly scheduled Board meeting in January, the Board shall approve, disapprove, or modify the Committee's goals for that year. The Committee's goals may be changed, as circumstances require, at the discretion of the Board and after consultation with the Committee.

**Committee Support:**

The Architectural Standards Office will provide the necessary administrative support to the Architectural Standards Committee.

**AMENDMENTS TO AND TERM OF CHARTER**

This Committee Charter shall remain in effect as presented herein until such time as it is amended or revoked by the Declarations of the Covenants and Restrictions.