

**RounTrey Community Association, Inc.
Modifications Committee (MC) Charter**

COMMITTEE PURPOSE:

- Support the Architectural Review Board in establishing and maintaining the Design and Architectural Guidelines approved by the Board of Directors.
- Process member requests for architectural modifications, changes or additions within approved Design and Architectural Guidelines
- Monitor the community to ensure compliance with Architectural Standards.
- Serve as a resource for residents with questions or concerns on enforcement of the Design and Architectural Guidelines and the Covenants.
- Work in conjunction with the Community Manager to monitor the community and ensure compliance with the Design and Architectural Guidelines and the Covenants.
- Keep complete and accurate records, and provide original documents to the Community Manager for safekeeping.
- Submit a proposed budget of expenses needed for the Modifications Committee to exercise its responsibilities to the Finance Committee annually.

AUTHORITY:

The Board of Directors may establish a Modifications Committee to consist of one or more Association members, all of whom shall be appointed by and serve at the discretion of the Board. The Modifications Committee shall have jurisdiction over modifications, additions, or alterations of Units, including existing structures and landscaping, after completion of the initial construction of the Unit. The Modifications Committee serves at the discretion of the Architectural Review Board and The Board of Directors. The Architectural Review Board shall have the right to veto any action taken by the Modifications Committee which the Architectural Review Board determines, in its sole discretion, to be inconsistent with the guidelines promulgated by the Architectural Review Board. The Modifications Committee is not authorized to financially or legally obligate the Association in any manner (i.e. contract for services, hire contractors, borrow money, purchase equipment and supplies, or approve requests on behalf of the Board).

COMPOSITION:

The Modifications Committee shall consist of a minimum 3 residents and a maximum of 7 residents from the community. The Committee Chairperson shall be appointed by the Board of Directors. Members may either be appointed by the Board, or the Board may delegate its authority to appoint the members to the Modifications Committee Chairperson.

TERM:

Modifications Committee members will serve a term of one (1) year (from annual meeting to annual meeting) and may be removed without cause by either: 1) the missing of three (3) called meetings; 2) by an affirmative vote of a majority of MC members at a meeting duly called for such purpose; or 3) by the Board of Directors. Committee members may be appointed to succeeding terms.

OPERATION:

The Modifications Committee shall conduct its business in the best interest of the Association and in accordance with the Declaration of Covenants, Conditions and Restrictions for RounTrey and The Design and Architectural Guidelines.

- A. Functions of the Chairman: Functions of the Chairman (or the presiding officer of the meeting) shall include the following:
1. Coordinate and supervise committee activities and meetings to assure responsibilities are met
 2. Present quarterly Committee reports to the Advisory Committee
 3. Represent the Committee to the Advisory Committee and the Board
 4. Prepare a written Annual Committee report and, upon request of the Board, be prepared to present it at the Annual Meeting of the Association

REPORTING:

The Committee shall frequently and fully report its activities to the Advisory Committee through its Chairperson. Such reporting shall at least be quarterly prior to or at the scheduled meetings of the Advisory Committee. Immediate communications with the Board shall be required for all items of an emergency nature or those, which may involve threat to life, health or property, or may otherwise involve potential litigation.