

**WESTLAKE - RICHMOND ASSOCIATION, INC.**  
**ARCHITECTURAL REVIEW COMMITTEE CHARTER**  
**2022**

**PURPOSE:**

The purpose of the Architectural Review Committee is to exercise the authority delegated to it by the Board pursuant to Article V of the Declaration of Covenants, Conditions, and Restrictions for Westlake – Richmond (the “Declaration”).

**TASKS AND DUTIES:**

1. The Committee will discharge the duties outlined in Article V of the Declaration.
2. The Committee will meet as often as necessary, in person or by email, to review, approve, disapprove, approve with conditions, or otherwise request information regarding, all architectural review applications submitted to the Committee.
3. The Committee will develop for approval by the Board architectural standards pursuant to Article V of the Declaration.
4. The Committee will be responsible for identifying with the assistance of the community manager violations of the architectural review guidelines and standards of the community, and shall communicate to the community manager and the Board any such violations.
5. Appeals of the Committee’s decisions may be made by any applicant to the Board of Directors of the Association, which shall have final authority, in its complete discretion and to the extent permitted by the Declaration, to affirm, vacate, amend, or remand for further consideration any decision of the Committee.

**MEMBERSHIP:**

The Committee should be composed of not less than two (2) and not more than five (5) members. At least one member of the Association that is in good standing shall be designated as the chair(s) of the committee each year. The designated chair(s) or their designee shall chair all meetings. Members shall be ratified annually by the Board of Directors and may be removed at the Board's discretion.

**MEETINGS:**

The Committee will meet as needed, or as otherwise called by the chair(s) of the committee. The business of the committee shall otherwise be conducted virtually. The Committee shall act by a majority vote of the members in good standing.

**DISSOLUTION:**

This charter shall remain in effect until amended or rescinded by the Board of Directors.

Approved by WESTLAKE – RICHMOND HOA Board of Directors \_\_\_\_\_

**WESTLAKE - RICHMOND HOMEOWNERS ASSOCIATION, INC.**  
**COMMUNICATIONS COMMITTEE CHARTER**

**PURPOSE:**

To provide effective and consistent communications with community members and manage the community's external and internal communications channels.

**RESPONSIBILITIES:**

1. Develop and manage the community's social media and email accounts.
2. Develop and implement rules and regulations for the community's social media accounts.
3. Develop community resources to help welcome and orient new members (e.g., a welcome package, local restaurant and activities recommendations, contractor lists, etc.).
4. Develop and distribute all required notices and community mailings in conjunction with the community management agency, as directed by the Board of Directors and/or required by the By-Laws, Declaration, or other applicable rules.
5. Develop and distribute a quarterly newsletter.
6. Develop and manage the community's website and/or mobile application.
7. Develop community resources to help welcome and orient new members (e.g., a welcome package, local restaurant and activities recommendations, contractor lists, etc.).
8. Identify gaps in communications with community members and develop strategies to close those gaps.

9. Manage the community's brand, including any communications with the media and other third parties.
10. Promote the community's communication channels and social media pages among members, ensuring new members are aware of each channel/page.
11. Discharge other duties as directed by the Board.

**MEMBERSHIP:**

The committee should be composed of not less than three (3) and not more than seven (7) members. At least one member of the Association that is in good standing shall be designated as the chair(s) of the committee each year. The designated chair(s) or their designee shall chair all meetings. Members shall be ratified annually by the Board of Directors.

**MEETINGS:**

Committee will meet bi-monthly as needed, or as otherwise called by the chair(s) of the committee.

**DISSOLUTION:**

This charter shall remain in effect until amended or rescinded by the Board of Directors.

Approved by WESTLAKE – RICHMOND HOA Board of Directors \_\_\_\_\_

## **WESTLAKE - RICHMOND HOMEOWNERS ASSOCIATION, INC.**

### **GROUNDS COMMITTEE CHARTER**

#### **PURPOSE:**

To manage the improvement, maintenance, and operation of all communal areas and help preserve the collective value of members' homes.

#### **RESPONSIBILITIES:**

1. Develop and amend rules and regulations for communal areas, subject to ratification by the Board of Directors.
2. Identify and recommend to the Board of Directors improvements to communal areas.
3. Implement approved improvements to communal areas in conjunction with the community management agency.
4. Identify recommended maintenance of communal areas, submitting needed maintenance to the Board of Directors for approval.
5. Implement approved maintenance of communal areas in conjunction with the community management agency.
6. Maintain cleanliness of communal areas through monitoring and organizing community clean-up events as needed.
7. Identify to the Board and/or the community management agency any compliance issues with existing architectural requirements.
8. Identify and develop a recommended response to any safety concerns in the community.

9. Serve as the community's liaison with local law enforcement, communicating community concerns as needed.
10. Manage the community's relationship with its landscaping contractor(s) and recommend to the Board any changes to those contractors and/or the landscaping services provided in the community.
11. Discharge other duties as directed by the Board.

**MEMBERSHIP:**

The committee should be composed of not less than three (3) and not more than seven (7) members. At least one member of the Association that is in good standing shall be designated as the chair(s) of the committee each year. The designated chair(s) or their designee shall chair all meetings. Members shall be ratified annually by the Board of Directors.

**MEETINGS:**

Committee will meet bi-monthly as needed, or as otherwise called by the chair(s) of the committee.

**DISSOLUTION:**

This charter shall remain in effect until amended or rescinded by the Board of Directors.

Approved by WESTLAKE – RICHMOND HOA Board of Directors \_\_\_\_\_

## **WESTLAKE - RICHMOND HOMEOWNERS ASSOCIATION, INC.**

### **SOCIAL COMMITTEE CHARTER**

#### **PURPOSE:**

To promote community, connectiveness, and wellbeing among members through social activities, community resources, and other engagements.

#### **RESPONSIBILITIES:**

1. Identify the social and recreational interests and needs of the community.
2. Plan and implement community social events on a regular basis.
3. By November 1 of each year, establish a calendar of at least three (3) community socials for the coming year, subject to approval of the Board of Directors.
4. Acquire materials needed for community social events, submitting expense receipts to the Board as required.
5. Provide necessary logistical support to ensure successful execution of community events.
6. Develop community resources to help welcome and orient new members (e.g., a welcome package, local restaurant and activities recommendations, contractor lists, etc.).
7. Plan and organize annual trick-or-treating for community children.
8. Plan and organize children's activities at social events, as needed.
9. Organize ad-hoc social, hobby, and interest groups based on identified interests in the community.

10. Develop and organize holiday-based activities and programming, as needed.

11. Discharge other duties as directed by the Board.

**MEMBERSHIP:**

The committee should be composed of not less than three (3) and not more than seven (7) members. At least one member of the Board of Directors shall be designated as the chair of the committee each year. The designated Director or his or her designee shall chair all meetings. Members shall be ratified annually by the Board of Directors.

**MEETINGS:**

Committee will meet as needed, as called by the chair of the committee.

**DISSOLUTION:**

This charter shall remain in effect until amended or rescinded by the Board of Directors.

Approved by WESTLAKE – RICHMOND HOA Board of Directors \_\_\_\_\_