

STONEBRIDGE COMMUNITY ASSOCIATION COMMITTEE ROLES

MODIFICATIONS COMMITTEE

The purpose of the Stonebridge Modifications Committee (MC) is to ensure that all homeowner modifications, additions or alterations be made in accordance with the overall design and modifications guidelines and maintain, throughout the community, the high standards set by the association.

The MC reviews all exterior building or lot modifications, additions, or alterations proposed by the homeowner from that originally approved.

In addition to reviewing all homeowner submittals, the MC may be asked by the Board of Directors to review specific community-wide issues and give a recommendation to the Board. The MC may also bring to the attention of the Board of Directors specifications that it feels need revision.

The MC shall consist of a minimum of three, but no more than five persons. One of the SCA Board of Directors shall be appointed to chair the MC. The MC Chair or Board of Directors shall appoint other MC members. The MC shall circulate detailed standards and procedures governing its areas of responsibility and practice.

Plans and specifications showing the nature, kind, shape, color, size, materials and location of such modifications, additions or alterations, shall be submitted to MC for approval as to quality of workmanship and design and as to harmony of external design with existing structures, location in relation to surrounding structures, topography and finish grade elevation.

The MC meets monthly (or more frequently if necessary) during the spring, summer and fall to approve or to disapprove submittal received from the homeowners. The outcome from the MC meeting is communicated to the property manager through minutes from the meetings. Based on the outcome of the meeting, the property manager follows up with the appropriate communications to the homeowners. The committee has up to 45 days after submission to respond to the homeowner or the modifications request shall be deemed approved. MC members are expected to conduct on-site reviews of the submitted requests prior to and after the work is completed.

Additionally, the chair is responsible for communications to homeowners regarding modifications issues, including contributing to each issue of *Insights*.

COMMUNICATIONS COMMITTEE

The purpose of the Stonebridge Communications Committee (CC) is to create and manage general information for the SCA. The key responsibilities are editing of the publication of an every other month newsletter (*Insights*), oversee the updating of the SCA Web site, use broadcast e-mail for items of importance to the community (achieve a balance of disseminating information and avoiding overload), conduct periodic homeowner surveys and oversee the updating of "Welcome" packets for the homeowners. The negotiation of the contracts with respect to *Insights* and the SCA Web site are also responsibilities of the committee. The CC also coordinates the annual garage sale.

The CC shall consist of three members. One of the SCA Board of Directors shall be appointed to chair the CC. The CC chairperson and/or Board of Directors can appoint other CC members. The chairperson serves as editor of *Insights*. The other members of the committee include a proofreader and photographer. The committee members get assignments from the chairperson. This committee does not formally meet, but handles tasks through e-mail.

The chairperson is responsible for coordinating all content in *Insights*. The month prior to publication, he/she drafts a proposed content list for the Board of Directors to review and offer additional suggestions. Each board member is responsible for contributing content for every issue. The CC chairperson is responsible with augmenting those

contributions with articles of a topical and informative nature. The CC chairperson is also responsible for writing the SCA Board of Directors meeting highlights (a summary of key issues discussed at the meeting with homeowner reps) for the issue. The CC chairperson periodically reviews the Web site and “Welcome” packets to determine updates and coordinates suggestions from other board members. Additionally, the CC chairperson may recommend survey topics/timing for board consideration. He/she will then coordinate the drafting and execution of the survey. The CC is responsible for recommending a date and advertising for the SCA annual garage sale.

COVENANTS COMMITTEE

The purpose of the Stonebridge Covenants Committee, as appointed by the SCA Board of Directors, is to ensure that the Covenants, Conditions and Restrictions (CC&Rs) for the community are current and consistent with the rights and duties established by the Declaration and By-Laws in 1988. The CC&Rs legally impose upon the Stonebridge community mutually beneficial restrictions under a general plan of maintenance/improvement for the benefit of all owners of property within Stonebridge.

The committee operates in accordance with the provisions of the Stonebridge Declaration, the By-Laws and resolutions adopted by the Board of Directors. The committee shall consist of at least three persons. One of the SCA Board of Directors shall be appointed to chair the committee. The chairperson and/or Board of Directors can appoint other Covenants Committee members. The committee is the hearing tribunal of the SCA and conducts all hearings according to Article III, Section 22 of the By-Laws. The committee meets approximately eight times a year.

Binding to all residents, the Declaration and the By-Laws (CC&Rs) protect the value and desirability of the property in Stonebridge. The homeowner’s process for challenging or requesting a change to the CC&Rs was developed by the Covenants Committee. The committee maintains this document.

The Covenants Committee, in accordance with the Board of Directors, is responsible for reviewing and updating the Stonebridge CC&Rs, which were established in 1988. The board can adopt and amend rules and modifications without a formal vote; however, changing the Declaration or By-Laws of the SCA has a more stringent process that includes a legal review and a vote by the neighborhood representatives. The chair of the committee is responsible for communication of CC&R issues to the homeowners, including authoring an article for each issue of *Insights*.

GROUNDS & LANDSCAPING COMMITTEE

The purpose of the Stonebridge Grounds Committee (GC) is to oversee the maintenance of common areas within the Stonebridge Community Association to assure the look of Stonebridge as a premier neighborhood in the western suburbs is maintained. This includes selecting the landscaper, advising the landscaper, attending meetings and being familiar with the property, as well as selecting the irrigation contractor, monitoring the pavers, fencing, limestone walls and pillars.

The GC shall consist of at least five members but no more than seven, who serve a two-year term. An SCA Board member shall be appointed to chair the GC. The GC chairperson and/or Board of Directors appoint GC members, which includes the property manager. The GC chair distributes roles and responsibilities to each member.

The common areas include: all entrances, berms behind The Highlands, Westgate North and South and along Indian Trail and Sheffer Rd.; three ponds; all parkway trees along Stonebridge Blvd, Indian Trail and Sheffer Rd.; all medians and circles in cul-de-sacs and related turf. The common areas do not include neighborhoods with sub-associations (excluding entrances), which are The Townes, The Villas, The Fairways, The Arbors, Lakeside, The Village, The Glen and Fieldstone.

The GC oversees the maintenance of the turf, management of trees and shrubs as well as providing the residents with entrances that are reflective of Stonebridge’s status as a premier golf course community. The GC advises on design and use of color as well as perennials and hardscaping. The GC also manages the irrigation contractor including selection, and coordinates paver, fencing and limestone pillar and wall maintenance. Other activities

include disease and pest control and monitoring potential insect infestations, which could result in widespread destruction of plant, tree or shrub material.

Meetings are held approximately six times a year with the most activity in the spring and early summer. Members of the GC are assigned sections of the neighborhood to monitor and are asked to walk the property twice a year, once in spring and fall. The GC chair is responsible for providing updates and information to residents at homeowner meetings and in articles in *Insights*.

SECURITY COMMITTEE

The purpose of the Stonebridge Security Committee (SC) is to manage safety issues for the SCA. The key responsibilities include securing and overseeing a contract with a reputable security company, spearheading the Neighborhood Watch program, contributing to security communications within the community and liaising between the SCA and all government bodies for safety and security issues (e.g., the Aurora Police Dept).

The SC shall consist of at least three members. One of the SCA Board of Directors shall be appointed to chair the SC. The SC chairperson and/or Board of Directors can appoint other SC members. The committee also includes the property manager and the representative of the security company. The committee members get assignments from the chairperson. This committee meets on a quarterly basis.

The chairperson is responsible for reviewing operational reports from security personnel. The chair also maintains the databases information related to the Neighborhood Watch program. The chair works directly with the Aurora police in the event of a safety concern to the community that would require a Neighborhood Watch bulletin to be released. He/she is also responsible for managing expenses related to security to remain within budget. This person also provides an article for every issue of *Insights*.

FINANCE COMMITTEE

The purpose of the Stonebridge Finance Committee (FC) is to make recommendations to the treasurer and the Board of Directors to help manage the general fiscal health of the SCA. The key responsibilities are setting guidelines for and overseeing the financial operations, reviewing fiscal controls and reviewing the adequacy of the reserve positions. The FC is also responsible for providing fiscal reports and information for every issue of *Insights*. The committee is the primary liaison between the SCA and outside organizations concerning financial matters, such as banks, auditors and government bodies. The negotiation of the contracts with respect to finance, such as obtaining CDs, loans, etc. is the responsibilities of the committee.

The FC shall consist of at least three members. The treasurer of the SCA shall be appointed to chair the FC. The FC chairperson and/or Board of Directors can appoint other FC members. The committee members get assignments from the chairperson. This committee meets on a quarterly basis.

The chairperson is responsible for reviewing fiscal operational reports from the property manager and outside entities. The chair is also responsible for retention of information related to the financial operations of the SCA.