

Bridle Estates Committee Terms of Reference

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Bridle Estates Homeowners' Association

Terms of Reference for the Social Committee

FINAL - October 04, 2021

Committee Name:

Social Committee

Purpose:

Acts in an advisory capacity for the BEHOA Board of Directors.

Scope:

The Board may provide up to two social events a year.

Authority:

The BEHOA Board of Directors

Membership

Will consist of one BEHOA board member and volunteers from the Community

Approved by Board of Directors – October 05, 2021

Bridle Estates Homeowners' Association

Terms of Reference for the Architectural Controls Committee

(FINAL - September 29, 2021)

Committee Name:

Architectural Controls Committee

Type:

Acts in an advisory capacity for the BEHOA Board of Directors.

This committee functions on an “AD HOC” basis. At the direction of the board, the committee will be established for a brief, focused period to address a specific need or issue.

Purpose:

At the direction of the board, investigates requests from homeowners for changes and/or additions to their property, including major changes to their grounds, (ie. new cement patio).

At the direction of the board, investigates improvements and maintenance to common properties.

At the direction of the board, investigates options for exterior materials as product availability changes.

Ensures that homeowner information for exterior building materials and exterior painting remain current and complete.

Scope:

At the direction of the board, the committee will examine requests from homeowners for Architectural Controls. No permissions will be granted by this group.

At the direction of the board, the committee will provide assistance with major project initiatives to make recommendations and if applicable, provide project management.

Authority:

The Architectural Controls Committee acts in an advisory capacity.

Membership:

2 BEHOA Directors (Chair and co-chair) and 5 BEHOA homeowners (volunteers from the community). It is suggested that each owner volunteer for a period of at least 2 years, with ideally staggered years of resignation to help ensure continuity. 1 Director and 3 committee members will be considered a quorum.

Meeting Arrangements:

Meetings will be held on an Ad Hoc basis at a member's home or by electronic means, such as ZOOM.

Reporting:

Meeting agendas will be sent to the BEHOA President and Secretary by the Chair or Co-chair of the committee.

Meeting minutes will be sent to all BEHOA Board members and posted on the Bridle Estates shared drive.

Terms of Reference are to be reviewed every 2 years.

Approved by Board of Directors - September 29, 2021

Bridle Estates Homeowners' Association

Terms of Reference for Grounds Maintenance Committee

FINAL – October 04, 2021 – Amended October 26, 2021

Committee Name: Grounds Maintenance Committee – referred to as GM committee

Type: This committee acts in an advisory capacity to the Board of Directors. It is a **standing committee**, which meets on an ongoing basis as required over both summer and winter grounds maintenance seasons.

Purpose – provides oversight of summer and winter grounds maintenance service provided by our contractors.

Oversight Includes:

- a. Ensuring appropriate maintenance of gardens in all common properties – specifically the linear park, entrance beds and pavilion beds.
- b. Ensuring appropriate maintenance of infrastructure in all common property – specifically the paved linear park pathway, the pavilion building, and the irrigation system.
- c. Serving as liaison with our tree maintenance company to ensure that our common property trees are well maintained.
- d. Monitoring all grounds on cut days to assess the quality of lawn maintenance
- e. Monitoring all grounds on dates when fertilizing and weed control is scheduled and provided.
- f. Monitoring front flower bed maintenance when such maintenance is scheduled and provided.
- g. Monitoring driveways and sidewalks and linear park pathways in winter months when snow and ice removal is provided.

Scope:

- a. At the request of the Board, the GM committee reviews the maintenance contracts the Board has for overall grounds maintenance and for linear park maintenance, to ensure their understanding of the contractual obligations of the Board and the Association.

Authority:

- a. The GM committee reports the results of their regular oversight of the grounds to the GM Committee chairperson, weekly during the summer season and as required by snow and ice conditions during the winter season.

- b. The committee has no authority to communicate directly with our contractors. The communication procedure currently in place will remain – i.e. contractor to property manager to Board, and Board to property manager to contractor.
- c. The GM committee prepares a grounds maintenance report monthly for the Board of Directors.
- d. The GM committee acts in an advisory capacity only – makes no decisions, but may bring recommendations forward to the Board.
- e. The GM committee volunteers have no authority or responsibility to manage disputes that may arise with homeowners. This responsibility lies with the Board and Simco.

Membership:

The GM committee consists of 2 Board Directors and a minimum of 3 community volunteers. Additional volunteers will be sought if required.

A Board director will serve as committee chairperson, or two directors will act as co-chairs.

Committee terms will be two years.

Meetings:

Meetings are to be held once per month or as needed in the summer months and as needed in the winter months.

Terms of Reference to be reviewed every two years.

Approved by Board Directors – October 09, 2021 – Amended October 26, 2021

Bridle Estates Homeowners' Association
Terms of Reference for the Policy Review Committee
FINAL – September 29, 2021

Committee Name:

Policy Review Committee

Type:

Acts in an advisory capacity to the BEHOA Board of Directors.

Purpose:

Ensures that all policies established by the Board of Directors reflect the current needs of the community.

Ensures that policy details and terms of reference, procedural actions and processes comply with the policy, support compliance with applicable laws and regulations, and mitigate risk.

Scope:

Ensures that all Board policies are reviewed in the timeframe established for each policy and updated as required.

Ensures that all Board policies are communicated to and posted on the Bridle Estates Community Website.

At the request of the Board, the committee may reach out to the community for feedback on a specific policy or procedural action.

Authority: The Board has complete authority for this committee.

Membership: 3 BEHOA Directors, one of which will act as Chair. Committee terms will be two years.

Community members may be asked to participate in the review of certain policies if the Board deems necessary.

Meeting Arrangements: Meetings will be scheduled by the committee chair as guided by the timeframe for review of each policy.

Reporting: Agendas and meeting minutes will be sent to the BEHOA President and Secretary by the Chair of the Policy Review Committee.

Terms of Reference will be reviewed every 2 years.

Approved by Board Directors - September 29, 2021