

Policy Resolution #3-20 Standing Committees

West Hill Estates Homeowners Association (WHEHOA)

Interpretation of Bylaws, CC&Rs and Policy Resolutions Pertaining to Standing Committees

WHEREAS, Article 2, Section 2.2(b) and (c) of the West Hill Estates Homeowners Association Bylaws states, in part:

“Powers. The Association has such powers and duties as may be granted to it by the Act, including each of the powers set forth in ORS 94.630, as the statute may be amended to expand the scope of association duties and powers, together with such additional powers and duties afforded by the Declaration, the Articles of Incorporation, these Bylaws and the Oregon Nonprofit Corporation Act, including the following: (12) From time to time adopt, modify, or revoke such Policies and Procedures governing the conduct of persons and the operation and use of the Lots, the Common Maintenance Area or any Common Property as the Board of Directors may deem necessary or appropriate in order to assure the peaceful and orderly use and enjoyment of the Property; (13) Enforcement by legal means of the provisions of the Declaration, these Bylaws and any Policies and Procedures adopted thereunder.

Governance: The affairs of the Association shall be governed by the Board of Directors as provided in these Bylaws. Owners have no authority to act on behalf of the Association and may take action with respect to affairs of the Association as specifically provided under the Declaration, these Bylaws, or the Act.”

WHEREAS, Article 2 of Articles of Incorporation of West Hill Estates Homeowners’ Association An Oregon Non-Profit Corporation filed with the Oregon Secretary of State on February 22, 1995, states in part:

“The purposes for which said corporation is organized are: To promote the health, safety and welfare of residents within the boundaries of WEST HILL ESTATES SUBDIVISION, and for this purpose . . . to fix assessments (or charges) to be levied against the property; to enforce any and all covenants, conditions and restrictions, and agreements applicable to the property; . . . and insofar as permitted by law, do any other things that, in the opinion of the Board of Directors, shall promote the common benefit and enjoyment of the residents of the properties.”

IT IS RESOLVED, the Policy Resolution #3-20 Standing Committees be and hereby is adopted, ratified and confirmed:

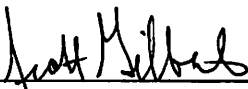
The Board of Directors hereby adopts Policy Resolution #3-20 Standing Committees, attached hereto as Exhibit A and by this reference incorporated herein.

The Board of Directors also repeals West Hill Estates Homeowners Association Policy Resolution #12-18 Establishment and Operation of Standing Committees adopted on June 28, 2018.

Duly adopted at a meeting of the Board of Directors of the West Hill Estates Homeowners Association held January 16, 2020. The Policy will be effective January 16, 2020.

Board of Directors 2019-2020	Vote
Scott Gilbert, President	Yes
Tom Gwynn, Vice President	Yes
Lorna O'Guinn, Treasurer	Yes
Doug Austin, Secretary	Yes
Sami Wright, member at large	Yes
Gudrun Hoobler, member at large	Yes
Steve Masten, member at large	Yes

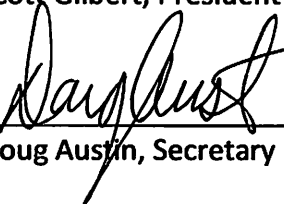
ATTEST:



Scott Gilbert, President

January 16, 2020

(date)



Doug Austin, Secretary

January 16, 2020

(date)

Exhibit A:**Policy Resolution #3-20 Standing Committees****Interpretation of Bylaws, CC&Rs and Policy Resolutions Pertaining to Standing Committees****BACKGROUND AND PURPOSE** (Bylaws Article 5.7(s); CC&Rs Sections 7.14, 8.2, 11.2)

One of the specific powers of the Board of Directors is the establishment, by Board Resolution, of committees it determines are needed to assist the Board in its duties, in addition to the appointment of committee members. The established committees, their structure, and the duties of each are set forth below.

COMMITTEE STRUCTURE

1. **Membership:** Committee membership shall comprise of a chairperson who shall be a Director appointed by the President of the Board and other Board members and Owners as authorized by the Board. No committee shall consist of less than two members.
2. **Responsibility of Chairperson:** The chairperson is responsible for carrying out the functions of the committee and providing periodic written reports of all activities of the committee.
3. **Committee functions and authority:** Listed below are the specific functions assigned and authority granted to each standing committee. The responsibilities and authority are granted to the committee Chair.

Architectural Control Committee:

- Review and act on requests submitted for approval by homeowners for exterior architectural projects including but not limited to:
 - Exterior paint colors in repainting.
 - Siding, paving and roofing projects.
 - Construction of fences, decks and auxiliary structures.
 - Landscaping projects that include any changes to the grounds including trees, bushes and ground cover.
- Approve or disapprove requested projects in accordance with CC&R and Policy Resolution standards.
- Refer requests for exceptions to CC&R and Policy Resolution standards to the Board for action.
- Provide the Board of Directors written reports of actions.
- Retain a record copy of requests and their disposition.

Common Maintenance Area Committee:

- Manage contractual landscape maintenance of common maintenance areas including entrances and perimeter easements.
- Monitor maintenance and repairs needed in common maintenance areas.
- Authorize maintenance and repairs within budget not to exceed \$250.
- Recommend maintenance and repair projects in excess of \$250 for Board consideration and approval.
- Develop Request for Proposals (RFP) for landscape maintenance and landscape related projects as required.

- Solicit, analyze and recommend actions on bids from Board approved RFPs.
- Provide the Board of Directors with written or oral reports of actions.
- Retain a record copy of documentation associated with common area management activities.

CC&R Enforcement Committee:

- Process reported violations of CC&R requirements and standards in accordance with CC&Rs and approved Policy Resolutions.
- Institute rules enforcement fines for outstanding CC&R violations. (The committee chair is authorized to initiate, suspend or reinstate fines. The Chair can authorize forgiveness of fines up to and including \$300.00. Forgiveness of fines in excess of \$300.00 requires Board approval.)
- Provide the Treasurer rule violation fine information for posting to homeowner accounts.
- Recommend requested exceptions to CC&R standards to the Board of Directors.
- Conduct at least semi-annual neighborhood inspections to identify violations.
- Provide the Board of Directors written reports of actions.
- Retain a record copy of reported CC&R violations and their disposition.

Welcoming Committee:

- Visit new homeowners and deliver to them a welcome package that includes, but is not limited to:
 - Governing Documents including Bylaws, Articles of Incorporation, CC&Rs and Policy Resolutions, or the link to them on our website.
 - Information on our homeowner website and how to use it to contact the Board and make any Architectural Control Committee requests.
 - A copy of the latest newsletter.

*Certified True Copy
Doug Austin
WHEHOA Secretary*