

April 5, 2019

Traditions HOA Advisory Committee Concept of Operations (CONOPS)

Mission. The Advisory Committee for the Traditions Homeowners Association (HOA) is established by the Traditions Board of Directors (BOD) to provide ideas and support to assist the BOD in fulfilling their HOA management responsibilities as defined in the Declaration of Covenants, Conditions, Easements and Restrictions document and attached Exhibit C Bylaws for Traditions dated 27 December 2016.

Background. Traditions is a new community of 420 planned residential units - 355 single homes and 65 townhomes. The Declarant, Lennar, is the prime developer on a team of three builders: Lennar, Stanley Martin, and The Providence Group. As Declarant, Lennar is entitled to appoint and remove members of the BOD during the Declarant Control Period which goes on until turnover, which typically occurs when 75-90% of new homes are sold.

Day-to-day operation of the HOA is handled by Fieldstone Association Management, a professional HOA management company, that was hired by the BOD. Fieldstone in turn assigns a Property Manager to support the BOD management of Traditions, including budget preparation, financial management, and executing Traditions rules dealing with neighborhood appearance standards. Traditions is just one of several properties for which the Fieldstone Property Manager is responsible.

Requirement. Until HOA management transitions from the developer to homeowners, there is a significant need for a dedicated homeowner group and process to support the management company operations and homeowner communication to and from the BOD, including budget planning, architectural control, capital planning, and strategic planning.

The Advisory Committee will establish both standing and temporary sub-committees as needed. The Standing Sub-Committees will include:

- Neighborhood Liaison Sub-Committee
- Neighborhood Watch Sub-Committee
- Budget and Finance Sub-Committee
- Community Communications Sub-Committee
- Welcome Sub-Committee
- Architecture Control Sub-Committee
- Common Area Maintenance Sub-Committee
- Social Sub-Committee

Establishment of such a homeowner group and process provides a homeowner organizational framework to facilitate future management transition from the developer to homeowners. The shared objective is to ensure Traditions reaches its full potential as a premiere community.

Membership

1. The Advisory Committee shall consist of 7 homeowners in good standing. The initial Committee was established at the Annual HOA Meeting held April 18, 2018.
2. Vacancies will be filled by volunteers.
3. The Committee Chair will be elected by the committee members.

Independence and Qualification

1. Each member of the Advisory Committee shall be independent in his or her relationship to the day-to-day operations of the HOA. It is the responsibility of the member to announce any potential conflict of interest, which may arise.
2. It is preferred, but not required, that each member have past experience serving on a committee of a company, not-for-profit organization, or homeowner association.

Roles and Responsibilities

Chair, Traditions Advisory Committee

- Schedule and lead Traditions Advisory Committee meetings
- Conduct ongoing interface and coordination with the BOD and Management Company
- Provide management and planning recommendations and feedback to the BOD, including BOD contemplated changes to the Declaration of Covenants
- Coordinate development of a 2020-2024 Capital Improvement Plan
- Coordinate with the BOD in scheduling and planning the Annual Homeowners Meeting
- Review the monthly or quarterly newsletter prior to distribution

Vice-Chair and Secretary, and Oversight of the Neighborhood Liaison Sub-Committee and Neighborhood Watch Sub-Committee

- Assume responsibilities of the Chair when the Chair is not available
- Maintain Traditions Advisory Committee meeting minutes and records
- Liaison with Forsyth County Commissioner and staff on development planning, and Sheriff's Department for neighborhood watch and safety matters
- Liaison with other neighborhoods regarding best practices
- Provide input to the monthly or quarterly newsletter as applicable

Member, and Chair, Budget and Finance Sub-Committee

- Monitor Traditions monthly Operating Budget, including delinquency percentages, and provide recommendations to the BOD and Management Company
- Support the Management Company in the development of the Annual Operating Budget and Capital Reserve Budget
- Share approved budget information, provided by BOD, with homeowners
- Provide input to the monthly or quarterly newsletter as applicable

Member, and Oversight of the Community Communications Sub-Committee and Welcome Sub-Committee

- Establish and maintain a Homeowner Website for information sharing
- Maintain the Traditions Facebook page
- Conduct Welcome Meetings for new homeowners, including collecting new homeowner data for inclusion in the Traditions Homeowner Directory
- Maintain the Traditions Homeowner Directory (PDF)
- Prepare a Traditions Newsletter (PDF)
- Consolidate and maintain a list of frequently asked questions and answers.

Member, and Chair, Architecture Control Sub-Committee

- Support the Property Manager in the enforcement of guidelines specific to maintenance of private property. This includes exterior inspections, review of homeowner modification requests, violation documentation to homeowners, and homeowner appeals
- Review Architecture Guidelines and rules annually and provide recommended additions or changes for adequacy, reasonableness, and consistency if required
- Develop an Architecture Standards Manual, including the modification request approval process, and the appeals process for disapproved modification requests
- Provide input to the monthly or quarterly newsletter as applicable

Member, and Chair, Common Area Maintenance Sub-Committee

- Monitor maintenance of entrances and grounds
- Support management and maintenance of Clubhouse and Pool, including
 - Publishing and management of usage rules
 - Clubhouse reservations
- Support maintenance and management of recreation facilities
 - Pond
 - Tennis Courts
 - Playground Area
 - Access to Greenway
- Provide input to the monthly or quarterly newsletter as applicable

Member, and Chair, Social Sub-Committee

- Plan and manage community social activities
- Plan and manage seasonal decorating at entrances and Clubhouse
- Coordinate annual neighborhood garage sale
- Provide input to the monthly or quarterly newsletter as applicable

Administration and Meetings

1. A written report of each meeting of the Committee and actions taken shall be provided to the BOD.
2. Architectural and budget work product of the Committee are confidential and are not to be shared with anyone other than the BOD and the HOA's Property Manager. The Committee may be asked by the BOD to participate in discussions which the BOD considers sensitive information. All information provided to the Committee which is identified as sensitive shall be kept confidential and shall only be discussed with the other confirmed members of the Committee and/or the BOD.
3. Committee members may be asked by the BOD to attend some BOD meetings.