

## **ARCHITECTURAL CONTROL COMMITTEE CHARTER**

Adopted As Board Policy March 21, 2006

### **I. PURPOSE**

The Architectural Control Committee ("MACC"), established under the Master Declaration of Covenants, Conditions and Restrictions for Barton Creek North, shall perform the duties set forth in the Master Declaration, having as its primary purpose to preserve and protect the continuity and beauty of the area by promoting harmony of external design and location of all Improvements, as defined in the Master Declaration, and thereby protect property values.

### **II. MEMBERSHIP AND STRUCTURE**

- A. The Architectural Control Committee shall consist of three members appointed by the Board.
- B. The Board shall appoint a chairperson for the committee.
- C. The Committee may retain consultants with expertise in architecture and landscape architecture and may also retain an inspector to assure siting and construction comply with applicable Development Area Declarations, the Architectural Guidelines and any variances granted in approved plans.

### **III. DUTIES AND RESPONSIBILITIES**

The Architectural Control Committee shall be responsible for:

- A. Developing and amending from time to time a Design Review Process and Architectural Guidelines consistent with the Master Declaration and the purposes set forth above.
- B. Reviewing site plans to assure location and size of any Improvements are in harmony with surrounding structures, topography, vegetation and finished grade elevation.
- C. Reviewing plans and specifications for all proposed Improvements, including for example new construction, modifications, re-modeling, decks, terraces, retaining walls, fences, swimming pools, sport courts (where allowed), lighting, painting, and landscaping to assure consistency with the Architectural Guidelines and Development Area Declaration for the particular Development Area where the site is located.
- D. Granting variances from the requirements of the Master and Development Area Declarations and Architectural Guidelines in those instances where doing so will not be adverse to the overall development plan for Barton Creek North, will not unreasonably interfere with views from neighboring

properties, and is otherwise justified by visual or aesthetic considerations or unusual circumstances.

- E. Imposing and collecting fees to defray the cost associated with the design review process.
- F. Meeting at least once each month to consider requests from owners for approval of proposed Improvements.
- G. Conducting site reviews as deemed necessary by the Committee to assure completion of projects in accordance with applicable Development Area Declarations, the Architectural Guidelines and any variances granted in approved plans and specifications.

All actions of, and conduct by, the Architectural Control Committee shall be in strict compliance with the Master and Development Area Declarations, Architectural Guidelines and Design Review Process, as may be amended from time to time, and subject to the grant of variances as deemed appropriate in the sole and absolute discretion of the Committee.

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Certain capitalized terms shall have the same meaning as defined in the Association's By-Laws and Master Declaration.

## **AUDIT COMMITTEE CHARTER**

Adopted As Board Policy February 14, 2006

### **I. PURPOSE**

The Audit Committee shall be an advisory committee to the BCNPOA Board of Directors. Its primary purpose shall be to:

1. Recommend the appointment of the Association's independent auditor(s);
2. Serve as the Association's primary interface between the Board and the independent auditor(s);
3. Recommend to the Board that specific internal audits be conducted;
4. Conduct those internal audits authorized by the Board; and
5. Respond to Board requests to examine specific elements of the accounting system.

### **II. MEMBERSHIP AND STRUCTURE**

- A. The members of the Audit Committee, a majority of whom shall be Residential Directors, shall be appointed by the Board. To assure independence, no member may have any business relationship with the Association or represent or be employed by the Developer or Club Owner.
- B. The Board shall appoint a chairperson for the committee who shall be a Residential Director.
- C. One or more individuals serving on the committee should have financial expertise or the committee should otherwise have access to financial expertise.

### **III. DUTIES AND RESPONSIBILITIES**

The Audit Committee shall be responsible for:

- A. Recommending to the Board the appointment of independent auditor(s) for the Association, including audit fees and any non-audit services.
- B. Meeting as needed to address matters on its agenda, at least twice annually. The committee may ask members of management and others to attend its meeting and provide pertinent information as necessary.
- C. Conducting executive sessions with the Association's outside auditor(s) and Manager.
- D. Hiring counsel and other consultants as necessary for the conduct of the activities of the committee, subject to monetary authority from the Board.
- E. Inquiring of the Manager and independent auditor(s) about significant risks or exposures facing the Association; assessing the steps the Board has taken or proposes to take to minimize any such risks; and periodically reviewing compliance with such steps.
- F. Reviewing with the independent auditor(s) (i) the adequacy of the Association's internal controls, including computerized information controls and security, and (ii) any related significant findings and recommendations of the independent auditor(s) together with the Manager's responses thereto.

- G. Reviewing with the independent auditor(s) (i) all critical accounting policies and practices used by the Association, and (ii) all alternative treatments of financial information within generally accepted accounting principles that have been discussed with the Association's Board, the ramifications of each alternative and the treatment preferred by the Association.
- H. Reviewing with the Board and the independent auditor(s) (i) the Association's annual financial statements and related footnotes; (ii) the independent auditor(s)' judgments about the quality, not just the acceptability, of the Association's accounting principles as applied in its financial reporting; and (iii) any significant changes required in the independent auditor(s)' audit plan.
- I. Reviewing the committee's charter at least annually, reassessing its adequacy and recommending any proposed changes to the Board. With the advice of legal counsel, consider any changes which may be necessary as a result of changes in law or regulations.
- J. Periodically reviewing the Association's Code of Conduct to assure it is adequate and up to date.
- K. Preparing and presenting a report of its meetings to the Board at least semi-annually.
- L. Such other responsibilities as may be referred to it from time to time by the Board of Directors.

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Capitalized terms shall have the same meaning as defined in the Association's By-Laws.

## **COMMITTEE OF COMMUNITY PRESIDENTS CHARTER**

Adopted As Board Policy March 21, 2006

### **I. PURPOSE**

The Committee of Community Presidents shall be an advisory committee to the Board of Directors and the community constituencies it represents. Its primary purpose shall be to:

1. Serve as liaison between the Board and the Development Area Associations and other community constituencies which it represents;
2. Advise the Board with respect to issues of concern to the Development Area Associations and other community constituencies;
3. Advise the Development Area Associations and other community constituencies of Board activities;
4. Provide its advice to the Board with respect to the award of certain significant contracts and agreements; and
5. Promote a sense of community throughout Barton Creek North.

### **II. MEMBERSHIP AND STRUCTURE**

- A. The members of the Committee of Community Presidents shall be appointed by the Development Area Associations and other community constituencies which the members represent.
- B. The Committee shall appoint its chairperson.

### **III. DUTIES AND RESPONSIBILITIES**

The Committee of Community Presidents shall be responsible for:

- A. Advising and assisting the Board with respect to all matters of concern to the Development Areas and other constituencies the Committee represents.
- B. Advising the Development Area Associations and other community constituencies of Board activities as related to the constituencies represented by the Committee.
- C. Providing its advice to the Board with respect to all contracts and agreements having a term exceeding one year or involving an expenditure of more than \$50,000.
- D. Having at least one committee member present at all Board meetings to assure proper information flow to the communities it represents.
- E. Encouraging community participation in activities and decisions affecting the Association.

F. Working with the Landscape Committee and Safety and Security Awareness Committee to assure community involvement at an early stage in activities of those committees.

G. Such other responsibilities as may be referred to it from time to time by the Board or constituencies it represents and concurred in by the other.

All actions of, and conduct by, the Committee of Community Presidents shall be in strict compliance with the By-Laws and other governing documents.

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Certain capitalized terms shall have the same meaning as defined in the Association's By-Laws.

# **BCNPOA FINANCE COMMITTEE CHARTER**

Adopted by Board on February 23, 2011

## **I. PURPOSE**

The Finance Committee shall be an advisory committee to the BCNPOA Board of Directors. Its primary purposes shall be to:

1. Oversee the basic financial procedures of the Association to assure that policies and procedures required by the Board are followed.
2. Monitor on a quarterly basis the cash flow of the Association by review of Bank Reconciliation reports and the Cash-based Budget Report provided by the Property Manager.
3. Oversee the Reserve and Operating funds are invested in compliance with the Board Investment Policy.
4. Coordinate the budgeting process for both the Operating Budget and the Replacement Reserve Budget

## **II. MEMBERSHIP AND STRUCTURE**

- A. The Finance Committee shall be annually appointed by the Board and consist of at least 3 and no more than 5 members. One member of the Committee must have substantial finance and/or business experience.
- B. The Treasurer of the Association shall be the chairperson for the committee.
- C. The remaining members may be no more than two representatives of the Residents and no more than two Resident Directors.

## **III. DUTIES AND RESPONSIBILITIES**

The Finance Committee will meet at least quarterly in January, April, July, and October, and as needed for the budgeting process. Written reports of the meetings will be delivered to the Board of Directors not later than 14 days after each meeting. All actions of, and conduct by, the Finance Committee shall be in strict compliance with the dictates of the BCNPOA Board of Directors.

## **GOVERNANCE COMMITTEE CHARTER**

Adopted As Board Policy March 21, 2006

### **I. PURPOSE**

The Governance Committee shall be an advisory committee to the BCNPOA Board of Directors. Its primary purpose shall be to provide guidance, advice and assistance to the Board with respect to all matters relating to the governance of the Association, including: all governing documents; policies, practices and procedures; delegations of authority; communications; and potential conflicts.

### **II. MEMBERSHIP AND STRUCTURE**

- A. The members of the Governance Committee shall be appointed by the Board.
- B. The Board shall appoint a chairperson for the committee.

### **III. DUTIES AND RESPONSIBILITIES**

The Governance Committee shall be responsible for:

- A. Advising the Board with respect to such matters as the Committee may identify from time-to-time to improve all aspects of governance of the Association.
- B. Reviewing transactions to assure execution in accordance with authorities granted in the By-Laws or delegations from the Board.
- C. Working with the Audit Committee upon request to assure transactions have been executed in accordance with authorities granted.
- D. Periodically reviewing By-Laws, other governing documents and Board policies, practices and procedures, and recommending changes as needed to help assure efficient functions and operations.
- E. Proposing delegations as appropriate to help assure efficient functioning of the Association.
- F. Recommending policies, practices and procedures to improve the quality of Board meetings and day-to-day operations of the Association.
- G. Such other responsibilities as may be referred to it from time to time by the Board of Directors.

All actions of, and conduct by, the Governance Committee shall be in strict compliance with the dictates of the BCNPOA Board of Directors.

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Certain capitalized terms shall have the same meaning as defined in the Association's By-Laws.

## **LANDSCAPE COMMITTEE CHARTER**

Adopted As Board Policy March 21, 2006

### **I. PURPOSE**

The Landscape Committee shall be an advisory committee to the BCNPOA Board of Directors. Its primary purpose shall be to:

1. Advise the Board and provide oversight with respect to landscaping within Barton Creek North along Barton Creek Boulevard and Lost Creek Boulevard (the "Boulevards"), including landscape design, installation and maintenance;
2. Develop and recommend to the Board bidding procedures for landscape design, installation and maintenance;
3. Recommend to the Board the selection of vendors and suppliers for landscape design, installation and maintenance and periodically review their performance;
4. Recognize that certain aspects of the Barton Creek area are considered a fragile environment and that appropriate steps must be taken to protect this ecosystem.

### **II. MEMBERSHIP AND STRUCTURE**

- A. The members of the Landscape Committee shall be appointed by the Board.
- B. The Board shall appoint a chairperson for the committee.

### **III. DUTIES AND RESPONSIBILITIES**

The Landscape Committee shall be responsible for:

- A. Advising and assisting the Board in carrying out its responsibilities regarding all matters pertaining to landscaping within Barton Creek North along the Boulevards, including entrances to all Development Areas.
- B. Assessing by periodic inspection all areas along the Boulevards for maintenance, appearance, environmental protection, and beautification requirements.
- C. Advising the Property Manager of deficiencies in landscape conditions and maintenance operations.
- D. Conducting studies related to landscaping along the Boulevards as requested from time to time by the Board with a view to maintaining or enhancing the appearance of the Boulevards consistent with community expectations.
- E. Assisting in the development of estimated capital and operating expenditure requirements pertaining to landscaping along the Boulevards.

- F. Developing bidding procedures for landscape design, installation and maintenance services and recommending successful bidders for approval by the Board.
- G. Consider recommendations by the Committee of Community Presidents to gain community input with respect to landscape design, installation and maintenance along the Boulevards and by individual Development Area Associations with respect to their entrance areas.
- H. Such other responsibilities as may be referred to it from time to time by the Board of Directors.

All actions of, and conduct by, the Landscape Committee shall be in strict compliance with the dictates of the BCNPOA Board of Directors and shall be limited to the areas of the Boulevards within Barton Creek North.

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Certain capitalized terms shall have the same meaning as defined in the Association's By-Laws.

## **SAFETY AND SECURITY AWARENESS COMMITTEE CHARTER**

Adopted As Board Policy February 27, 2007

### **I. PURPOSE**

The Safety and Security Awareness Committee shall be an advisory committee to the BCNPOA Board of Directors. Its primary purpose shall be to:

1. Advise the Board with respect to safety issues on Barton Creek Boulevard and Lost Creek Boulevard;
2. Advise the Board with respect to fire safety and security issues involving Association Property, Member Property and residents;
3. Serve as liaison between the Association and both Travis County and the Travis County Sheriff's Department on matters involving both safety and security; and
4. Serve as liaison between the Association and the Oak Hill Fire Department (ESD#3) on matters concerning fire safety.

### **II. MEMBERSHIP AND STRUCTURE**

- A. The members of Safety and Security Awareness Committee shall be appointed by the Board.
- B. The Board shall appoint a chairperson for the committee.

### **III. DUTIES AND RESPONSIBILITIES**

The Safety and Security Awareness Committee shall be responsible for:

- A. Sharing information regarding both the safety and security needs of the community, including law enforcement, traffic safety, fire safety, home security and property security.
- B. Developing plans for programs and activities to meet current and future safety, security and law enforcement needs.
- C. Developing and/or revising and recommending policies and practices which may affect or improve safety and security awareness.
- D. Informing the Board of perceived deficiencies in safety and security conditions.
- E. Assisting in the development of estimated operating expenditure requirements for the effective delivery of safety and security services.
- F. Publicizing the benefits and necessity of safety and security awareness in order to maximize community participation in any programs and activities.
- G. Maintaining liaison with the Committee of Community Presidents to gain community input with respect to safety and security issues and developing recommendations for mutual action.

H. Such other responsibilities as may be referred to it from time to time by the Board of Directors.

All actions of, and conduct by, the Safety and Security Awareness Committee shall be in strict compliance with the dictates of the BCNPOA Board of Directors.

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