
Skagit Highlands Homeowners Association

Property Improvement Committee

CHARTER

PURPOSE: The purpose of this Charter is to define the mission, authority, responsibilities, and membership for the Skagit Highlands Homeowners Association's (herein after referred to as "The Association") Property Improvement Committee also known as (PIC). The charter also conveys commitment from and implied support by Members of the Association (Owner of any Unit, hereinafter referred to as "Member(s)"), the Association's Board of Directors (hereinafter referred to as the "Board"), as well as Community Association Managers (hereinafter referred to as the CAMs) with The Management Trust (providing community association management services). The information contained here will be the basis for the project plans and controls.

SCOPE OF AUTHORITY: This Charter applies to the Association's Property Improvement Committee which must:

1. Review all PIC applications submitted by all homeowners of Skagit highlands requesting any aesthetic changes to the exterior of their home, front and back.
2. Making sure the changes abide by the current Governing Documents of Skagit Highlands.
3. Provide the CAM with notes, recommendations, and suggestions, to give back to the homeowner once.
4. The committee may approve, deny, conditionally approve or conditionally deny a PIC application.
5. PIC must give recommendations to the board after the review process.

AUTHORITY: Ultimate authority for this Committee, all recommendations and assignments, lies with the Association's Board of Directors.

COMMITTEE PURPOSE:

To: Make recommendations to the Board for all exterior aesthetic changes to a home in Skagit Highlands HOA.

CONDUCT OF OPERATIONS:

1. Periodically review all PIC applications as they come in.
2. PIC applications must be reviewed and either approved or denied within 30 days of receiving the application, otherwise, it will be automatically approved.
3. PIC committee may meet to discuss within each other of their recommendations but not mandated as it may be processed through e-mail.
4. Keep written minutes of all meetings and present all work product and meeting minutes to TMT for the Board of Directors and at the annual membership meeting or provide Committee representation for oral reports, when appropriate.

MEMBERSHIP:

1. Property Improvement Committee Members are dedicating an agreed-upon amount of time upon joining the committee. Members must be a Member In Good Standing, i.e. assessments current, no outstanding CC&R and/or Rules violations, and a current and continuing resident (e.g., home is not an approved rental or listed for sale). The Committee members must:

- Review and sign a Committee Member or Volunteer Confidentiality Agreement.
- Review and sign a Committee's Code of Conduct.
- NOT disclose contact information as follows:

Name	Phone	Address	E-Mail

b. Other Support is comprised of TMT that will interface with the Board.

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REVISION: This charter may be reviewed, communicated, and revised as deemed necessary by the Board.

Approved by the Skagit Highlands Homeowners Association Board of Directors

this ____ day of _____, 20__

Heidi Brown, President