

**SETTERFELD ESTATES HOMEOWNERS' ASSOCIATION
PROPERTY TEAM COMMITTEE CHARTER**

Purpose: The purpose of the property team shall be to make recommendations to the Board on property needs such as signage, fencing, and adoption of park rules as well as ensuring signage and fencing is in good working order, including the Setterfeld Estates Marquee and streetlights.

Scope of Authority: The Setterfeld Estates Board may establish a Property Team Committee to assist the Board with upkeep, maintenance, and improvement of the common areas per the Bylaws Section 1 (7). The Property Team Committee will be authorized to determine signage needs in the community as well as fencing and security needs throughout the Setterfeld Estates property. The Property Team will oversee that the Street lights and Marquee lights are in good working order. They will be authorized to develop a means of reporting lights and streetlights that are out. The Property Team Committee is not authorized to obligate HOA funds.

Composition: This shall be a standing committee composed of 3 or more homeowners with one Board Liaison. The committee shall be selected from applications received by the Board. Any vacancy shall be filled with applications on hand or a "call" for volunteers. To provide for staggered terms each committee member shall choose at the first committee meeting held, one of the following terms: a three (3) year, two (2) year, or one (1) year term, after which all terms will be three (3) years. The Chairperson of each committee shall provide to the Board the terms selected by each volunteer. Committee members must be property owners. Committee members who miss two or more meetings shall be removed. Committee members may be removed without cause by the Board.

One committee member will be appointed as the Chairperson by those on the committee. The Chairperson will lead the committee in all its duties and responsibilities, along with detailing all findings and recommendations to the Board at each HOA Board meeting. The Chairperson will keep and provide when requested an updated committee roster .

Responsibilities:

1. Recommend signage and placement of signage along with fencing needs throughout the community based on Board input and community mapping.
 - a. The Committee will be responsible for ensuring any approved signage, fencing, and locks are in good working order on a Bi-annual basis.
 - b. The committee will develop an inspection report to ensure everything is in good working order.
2. Recommend adoption of Park rules based on insurance requirements and community needs.

3. Setterfeld Estates Marquee and Streetlights
 - a. Oversee lights and streetlights in the community making sure they are functioning properly on a monthly basis.
 - b. Develop a spreadsheet to track lights and streetlights to help identify problem lights.
 - c. Develop a system by which to report streetlights out, to the Board Liaison.
 - d. Follow up with Board Liaison that workorders have been submitted and ensure vendor has completed.
4. Provide recommendations to the Board for HOA Board requests related to maintenance items in the community.

Meetings: The Property Team Committee shall meet quarterly but may meet more frequently as needed. Minutes shall be recorded, kept, and provided to the Board upon request.

Budget: The Property Team Committee's budget will be outlined in the annual HOA budget.

Termination: The Property Team Committee is a standing committee and shall continue until dissolved by a full vote of the Board of Directors if it is deemed to be inactive or not fulfilling its purpose. A written notice shall be placed in the next HOA Board meeting minutes if the committee is dissolved.

Amendment: This Charter may be amended by a majority vote of the Board of Directors.

Board Liaison

Date