

ARTICLE 4

ASSOCIATION COMMITTEES

The Ridgfield Condominium Trust authorizes the establishment of Committees to assist the Board in meeting its responsibilities.

4.1 LEGAL BASIS

a. Association Legal Documents

Ridgfields Trust gives authority to the Board or President to create and appoint members to such Committees as may be required from time to time.

b. Board Decision - All Association Committees are created by and serve at the pleasure of the Board.

1. Board resolution - There should be a formal action by the Board to establish a standing or an ad hoc Committee, setting forth the Committee's scope of responsibility, authority, membership, term of office of its members, relationship to the Board and to other Committees, etc.
2. Committee Job Description - a document setting forth the key features of the Board Resolution and the major items of the annual work plan of the Committee shall be created.

4.2 ROLE OF THE COMMITTEES

Committees serve in a number of important supporting roles to the Board in the Association. These are:

- a. As a training ground for future leaders.
- b. As a conduit through which the Board receives "grass roots" input--opinions and attitudes of Owners.
- c. As a vehicle through which Board actions are explained.
- d. As a mechanism to enhance effectiveness of the Board by providing research analysis and advice needed for policy decisions.

- e. As an instrument under careful guidance, for the initial implementation of Board policies such as with the Community Policy Committee.
- f. As a means to allow Owners to have input into decisions affecting their lifestyle.

4.3 RELATIONSHIP OF COMMITTEES TO THE BOARD

- a. Generally, Committees are in an advisory capacity to the Board and serve at the pleasure of the Board.
- b. Some Committees, in addition, may have implementing authority such as the Community Affairs Committee.
- c. The Committee System in order to be most effective must:
 - 1) Operate under or within guidelines established by the Board. (Board can delegate authority but not responsibility. Hence, supervision is essential to protect the Board.)
 - 2) Establish an appeals process to permit Committees access to the ultimate authority--the Board.
- d. Committees are an important linkage between the Board and Owners and thus must seek out owner input, involvement, and participation.
- e. To assure continued functioning of Committees, the Board must give each Committee a "real" job to do, adequate authority to complete the job, due consideration of the Committee's recommendations or actions, and appropriate recognition for performance.

4.4 RIDGEFIELD COMMITTEES

Most of Ridgefield Committees have been in existence now for over 1 year. These are basic Committees with a strong foundation, they should be recognized and acknowledged for the hard work and personal time they have expended and committed to Ridgefield's life style.

The more complex and involved the community activities become, the more the Board of Trustees must rely on various Committees to undertake jobs that oversee specific areas of concern, and responsibility.

4.4.1 Advisory Board Committee

The Advisory Board is the Committee that gives the unit Owners a direct voice in the management of the Condominium. It was conceived during the development stage of Ridgefield and provided valuable input and guidance to the Developer prior to the formation of the Board of Trustees. The Advisory Board can be a valuable asset to the Board of Trustees.

Advisory Board Members

Board of Trustees
Ridgefield Manager
Ridgefield Developer
Ridgefield Owners and Residents

Chairperson - Board of Trustees President
Meetings - Monthly except July, August, December

The Advisory Board can provide the following functions:

- a. Communication Link: A direct communication conduit between Owners, Manager, Board of Trustees, Developer.
- b. Checks and Balance: Allows Owners and Residents a bypass of the various committees, if they get no satisfaction at the committee level.
- c. Pressure Relief Value: Provides an open forum for Owners to discuss problems with the Board of Trustees and Developer before they become festering wounds and avoids taking up valuable time at the regular Board of Trustees meetings.
- d. Common Ground Arbitration Forum: Provides a mediating arbitration vehicle where Owner, Manager, Developer and Trustees are all at the same level.
- e. Testing Ground: It gives the Trustees an opportunity to test proposed policy changes before they are instituted. It gives all proposed Rule changes and new regulations a cooling off period. Most problems seem less severe or have a way of diminishing over time. The fewer regulations, the easier Ridgefield will be to manage, and the happier the residents will be.
- f. A Direct Voice For Owners In Management: Owners and Residents have a feeling of involvement in that they have a voice in management.
- g. Source of Management Prospects: It allows those Owners/Residents who want to participate, a valuable spot in management. This gives the Trustees a pool of

prospects for future leaders for the position of Trustees and Committees members.

4.4.2 Finance and Budget

- a. Establishes a process for receiving input to the Budget development from the Board, Committees, staff, contractors and Owners.
- b. Conducts research and analysis in preparation for and support of proposed budget.
- c. Submits formal budget proposal to Board for consideration.
- d. Monitors and oversees financial management system for the Board to identify areas where significant budget deviations have occurred and why.

4.4.3 Community Affairs

a. Community Affairs Director

- 1) Responsible for promoting and overseeing Condominium recreation and social activities. Shall be responsible for Ridgefield's annual Christmas Party, Spring Pool Party and Fall Barbecue. These are important community functions because they serve to be the catalyst for developing a friendly community spirit.
- 2) Responsible for the use of the recreation facilities toward fostering and maintaining a happy and spirited Ridgefield Community.
- 3) Responsible and accountable for Community Affairs separate working capital account check book.

b. Community Affairs Committee

- 1) Establishes a process for identifying needs and desires of Ridgefield and the development of program proposals to meet those needs.

c. Social Directors

Responsible to the Community Affairs Director for the supervision of specific community and recreation facilities activities on a regular basis such as exercise classes, sports leagues, social activities.

4.4.4 Buildings and Grounds

a. Role of The Committee:

1. Set Standards and goals to preserve and enhance the property and its value for the benefit of Ridgefield Owners through an effective maintenance program.
2. Make financial preparation for planned major expenditures and unexpected repairs through an adequate financial reserve program.
3. Investigate the various approaches to providing maintenance programs for budgetary purposes.
4. Establish guidelines for financial responsibility for making repairs and providing services to homeowners.
5. Develop a maintenance procedure manual and log for historical and future maintenance needs.
6. Inventory Ridgefield's assets particularly its, tools, equipment, furniture, etc.

b. Role of the Buildings And Grounds Committee In Property Maintenance

The Committee, should be the reviewing and policy development entity, with limited involvement and limited direct hands-on supervision and oversight.

c. Role of Management In Property Maintenance

The role of management is to cause a maintenance program to be developed and implemented consistent with the standards and goals established by the Board.

4.4.5 Community Policy

The Policy (Rules and Regulations) Committee has the important responsibility of ensuring the highest possible standard of quality of life in a shared living and ownership environment. Minimally, it shall:

- a. Act in an advisory capacity to the Trustees in matters concerning the Community Policies required to Govern the Community in order to protect the members equity and support harmonious living at Ridgefield.
- b. Assist in the development and/or modification of those policies that protect, enhance, and preserve the assets, lifestyle, and property of the Association and it's Owners.

- c. Ensure that the policies established for the Ridgefield Association are reasonable and suitably relate to the purpose and welfare of the Association.

4.4.6 Recreation Facilities Operation Committee

Responsible for the daily operations and maintenance of the recreation facilities and grounds. Daily operations shall include Rules and Regulations governing the use of the facilities by Residents, Owners and their guests while enjoying the use of the facilities.

a. Committee Members

- 1) Chairperson - Board of Trustee Member designated by President of Board.
- 2) Committee Members - Chairpersons of all Committees, Community Affairs Director, Manager, interested Residents, and unit Owners.

a) Role of Community Affairs Director

Responsible for scheduling and overseeing Ridgefield's planned events and activities at the Recreation Facility.

b) Role of Social Directors

Responsible for supervising specific community and recreational activities.

c) Role of the Committee

The Recreation Facility Operations Committee should principally be a reviewing policy development entity with limited involvement and limited hands on supervision and oversight.

d) Role of Management

The principal role of management is to manage the facility on a daily basis. Duties shall include:

- (1) Scheduling and overseeing all maintenance and cleaning of the facilities.
- (2) Ensuring that the operating rules and regulations for the recreation facility are adhered to.

- (3) Cooperating with and helping the Community Affairs Director and Social Director with their planned activities.
- (4) Scheduling private functions for Residents and Owners, making sure all facility users are knowledgeable about Recreation Facilities operation policies, making sure users are considerate of Ridgefield property.
- (5) Controlling costs and preparing budget line items for the Finance Committee, relative to the recreation facilities.
- (6) Responsible to the:
 - Recreation Facilities Operation Committee Chairperson for daily operating and maintenance items including budget adherence.
 - Community Affairs Director for planned functions.

4.4.7 Public Relations Committee

Goals:

- a. To foster good-will with the Towns of Clinton, Lancaster, Berlin, Bolton.
- b. To enhance the image of Ridgefield in the eyes of the Public.
- c. To develop Ridgefield's Clinton voting strength.
- d. To protect Ridgefield's right as taxpayers in Clinton.
- e. PLAN OF ACTION:
 - 1) Establish procedures for identifying prospective areas of concentration.
 - 2) Establish plan of action in writing because goals are long range and must outlast individual committee members perseverance.
 - 3) Implement plan.

4.4.8 Architectural Review And Decorations Committee

4.4.8.1 "Section 5.10.3 of Ridgefield Condominium Trust

5.10.3 There shall be a Design Review Committee which shall be constituted and shall perform a design review function as follows:

- a. Except as hereinafter provided during the period of the Declarant's Control, the Trustees shall by a vote of the majority thereof appoint a Design Review Committee (sometimes hereinafter referred to as the "Committee") consisting of three persons.
- b. The function of the Design Review Committee shall be to review the plans and specifications for the Proposed Work and to advise the Trustees as to whether the aesthetic design features of the proposed work are compatible with the design and character of the specific Unit(s), Building(s) or other areas involved and of the Condominium in generally. In performing this review function, the Design Review Committee shall work to insure that the overall harmony and integrity of the design of the Condominium is preserved and enhanced.
- c. The Design Review Committee shall establish its own internal rules and procedures for holding meetings and conducting its business."

The above is a condensed version of section 5.10.3 Design Review Committee.

4.4.8.2 Decorations.

Wind chimes, wind socks, American flags, wall hung insignias and coat of arms, flower containers etc., and other residential individualizing decor will conditionally be allowed as long as they are done in "good taste".

Good taste is an intangible standard, that can be decided on by either the Original Ridgefield Architects, the Ridgefield Architectural Committee, or by a committee of three (3) Trustees appointed by the Board of Trustees, who shall be the Final Determining Decision Authority.

4.4.9 Ad Hoc Committees

In addition to standing Committees, the Board should consider the use of Ad Hoc Committees. By having a limited purpose and life, those Committees can attract individuals who have much to offer the Association but cannot make a long-term commitment or volunteer time. Examples of Ad Hoc Committees used to date have been:

- Recreation Facilities Development Committee
- Election Procedure Committee

Other projects for Ad Hoc Committees to investigate may be:

- Bylaws Amendment Committee
- Management Search Committee
- Investigation Committee of Pet Problems
- Special Capital Improvement Commitment