

NORTHTOWN HOMEOWNERS' ASSOCIATION, INC.

CHARTER: Amendment Committee

Revised 6/28/17

Scope: As relates to written proposals received by the board to modify community documents:

Responsibilities: To *Research & Facilitate*:

1. All **Costs** : *required* to draft, legally vet, print, copy, educate, mail and tally ballots.

Costs for any required paper, toner, power and maintenance [~15 cents per page].

Costs for postage to all lot owners for ballots and/or any informational mailings.

Costs for required Legal Counsel billable tasks –

- Review the community documents and assist in the drafting of proposed changes;
- Insure the proposed amended documents shall be legally proper and enforceable;
- Incorporate any Board / Committee final changes to the proposed amendment;
- Place amendment documents into final form for recording at the county recorder's office.

2. All **Volunteers** : *required* to draft, print, copy, educate, address, mail and tally ballots.

In coordination with the board and legal counsel –

- Define strategic steps for completion (receiving and tally of acceptable mail-in ballots).
- Define a time line of events to include proposed dates to begin and end voting.
- Prepare, schedule and moderate informational ...
 - Presentations, Homeowner input forums;
 - Newsletter articles and/or other printed materials.

In coordination with Election Committee Policy & Procedures, ... augment tally personnel.

Required Composition:

Committee Members must all be Northtown lot owners, currently eligible to vote in elections;

To be co-chaired by one currently sitting director. Compliance Committee experience preferred.

Limits: The board may charter separate committees for each or groups of related modifications.

Duration: An Amendment Committee shall be dissolved no later than one year after it is chartered.