



Rule 19. RULES FOR AD HOC SHARED WALL COMMITTEE

19.1 Establishment and Purpose

- A. The VLPOA Board hereby authorizes the establishment of an Ad Hoc Shared Wall Committee and Committee member participation.
- B. The Ad Hoc Shared Wall Committee is tasked with locating and identifying which block or metal railing fencing located within VLPOA have either shared and sole maintenance responsibilities and with whom that responsibility falls. The Board Goal is to clarify Association financial needs as they relate to fence maintenance and ensure homeowners are aware of their maintenance/financial responsibilities.

Adopted , ?, 2011.

19.2 Membership

- A. The board shall appoint or reappoint the chairperson and any liaison board members in April of each year.
- B. The chairperson shall identify committee members for board approval. (see Rule 10 – Volunteers & Committees)

19.3 Committee Responsibilities/Duties

- A. The Board authorizes the Ad Hoc Shared Wall Committee to:
 - 1) Identify the location of all block and/or metal railing fence within Ventana Lakes Community which boarder Association owned Common Areas.
 - 2) Gather copies of legal documentation (Lot Plats, Deeds, etc.) which address easements, access rights, etc. regarding the ownership and maintenance of block and/or metal railing fences, for preservation in the management office.
 - 3) Identify individual home owner lots impacted by the location of potentially shared walls.
 - 4) Seek approval from Board for legal opinions regarding interpretation of collected documentation.
 - 5) Organize gathered documents for historical purposes.
 - 6) Submit written report to Board regarding the findings
- B. The Committee Chairperson or delegate shall be responsible for:
 - 1) Submitting all verbal or written reports to the Board of Directors.
 - 2) Providing agenda to Office Staff for timely posting in accordance with open meeting laws.
 - 3) Securing a volunteer to take minutes.
 - 4) Securing a meeting location.

19.4 Property Owner Responsibilities

- A. Property Owners should support the Committee efforts to clarify their financial and/or maintenance responsibilities.

19.5 VLPOA Staff Responsibilities

- A. The staff shall support the committee's efforts by providing any existing documents or the location of existing documents to committee members.
- B. Staff is responsible for posting meeting agendas in accordance with the open meeting laws.

19.6 Board Responsibilities

- A. The Board has final approval authority.
- B. The Board will support and fund the fact finding efforts.
- C. Funds from an Ad Hoc Shared Wall obligation account shall be used to cover fees incurred to obtain Community information, Lot, Plat copies, and legal fees.

19.7 Meetings, minutes and reports

- A. Committee meetings are subject to the ARS Open Meetings Law and must have advance dates, times and locations of meetings posted and emailed as required.
- B. The committee will at least meet monthly or as needed.
- C. If applicable, the minutes of the Ad Hoc Shared Wall Committee shall be published.
- D. A monthly report shall be prepared and submitted five days prior to a regularly scheduled monthly Open Board Meeting and should include, but not limited to; work performed, current status, next progress steps, problems being encountered and financial costs.