

**OCEANSIDE COMMUNITY ASSOCIATION  
Unit Advisors Committee Charter**

Purpose:

To assist Oceanside Community Association (Association) residents in making their concerns known to the Board of Directors (BOD) and the Community Manager; to assist with solicitation and results compilation of BOD surveys; to work with the Social Coordinator in the distribution of the delivery of the monthly Hilltop Highlights, using designated volunteers.

Organization:

The Board President shall appoint an owner-member Chairperson and a Board member to serve as liaison between the BOD and the committee. This committee shall consist of two advisors from each Oceana unit, appointed by the Chairperson and approved by the BOD. Advisors may be tenants or owner-members.

Responsibilities of Chairperson and Secretary:

Chairperson shall attend monthly meetings of the BOD or make arrangements for a committee member to attend in their absence.

Chairperson shall preside over monthly committee meetings using standard parliamentary procedure, and shall cause meeting minutes to be prepared and submitted to the Community Manager for BOD review and approval.

Secretary shall keep an accurate roll of all members of the committee.

Secretary shall also compile information from the monthly Advisors' reports, listing information by unit and house numbers, and shall submit this report to the Community Manager monthly for BOD review and appropriate action.

Responsibilities of Advisors:

1 – Attend the monthly committee meeting. Advisors may be replaced after three consecutive unexcused absences.

2 - Monitor the general appearance and condition of their unit.

3 – Report problems within their unit to the Community Manager, and encourage their unit residents to do the same.

4 – Within their unit, distribute the monthly Hilltop Highlights, the annual directory, and other materials, as requested by the BOD.

5 – Participate in Chairperson-scheduled walk-throughs of their units.

6 – Know where and how many for sale or rental homes are in their unit; advise the Community Manager of new rental vacancies and the names of new residents when units are rented, or new owners move in.

7 – Inspect common area trash sheds for cleanliness, etc.

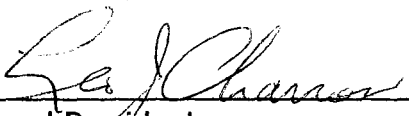
8 – Know the Association Rules & Regulations and report violations which include but are not limited to:

- unauthorized plantings
- unauthorized removal of plants
- unapproved construction outside the home
- pet rule violations
- parking violations
- unauthorized storage of household items outside the homes
- underage residents

9 – Complete and submit a written report of the activities in their unit, by house number, at the monthly UAC meeting, and state any concerns or suggestions from their unit residents.

10 – If soliciting residents with a non-Board approved survey or petition, Advisors must inform each resident that the survey or petition is NOT Board approved and they are NOT acting in the capacity of an advisor at that time.

Revised by Board of Directors April 9, 2004

  
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Board President