

**High Country West**  
**UPDATE AND REFRESH ADVISORY COMMITTEE (URAC)**  
Charter Established August 14, 2013

A. Purpose

The "Update and Refresh Advisory Committee" (hereafter referred to as URAC) is responsible for the identification of assets and areas located upon High Country West Homeowners Association Common Area Property believed to be in need of "Updating" because of changes in utilization, requirements and/or governing documents or "Refreshing" as a result of aging, beautification and/or technology. Tasks identified and tracked by URAC are long-range projects, often with completion periods dependent upon other smaller tasks in progress or proposed by Club Management or other Board advisory committees. The committee can, if needed, recommend the use of funding from the Reserve Account for any proposed task. The URAC provides ongoing continuity from year to year for task and concepts bridging the election of new members of the High Country West Board of Directors, Directors switching responsibilities, changes in Club Management, etc. URAC provides the long-range set of budgetary (Operating and Reserve) forecasts and project plans representing not only those of the seated Board but also those of Past and Future Boards.

B. Membership

1. The Board of Directors shall have the power to appoint all members of URAC. All members of URAC must be members in good standing of the High Country West Property Owners Association.
2. The Board of Directors shall have the authority to appoint the Chairperson of URAC. The Chairperson will be selected from the appointed membership.
3. The Committee must be comprised of not less than three or more than five regular members.
4. The Board President and Club Manager will be ex-officio members of this committee.
5. Volunteer members appointed to URAC by the Board of Directors cannot be members of any other Committee reporting to the Board.
6. The primary pre-requisite for membership is a desire to ensure and preserve the value of the High Country West Common Area Assets and Properties. Members need to have the ability to proactively observe and identify when properties may need to be upgraded or refreshed to maintain their value or expand functionality.
7. Members must have the ability to communicate with property owners, contractors and members of the Board, along with a working knowledge of HCW Governing documents.
8. The collective membership of the committee should include individuals with a working knowledge of Project Planning, Architecture, Landscaping, and applicable City of San Diego Building Codes.

C. Responsibilities

1. Responsibilities are limited to those common areas for which the High Country West Board of Directors is accountable, as defined in the Bylaws.
2. Responsibilities exclude any task or tasks managed by other advisory committee(s) (Landscape, etc.) or Club Management. Projects or tasks being overseen by other committees or individuals that have a direct effect on the overall results of a long-range project managed by URAC must be identified and included in any proposal made by URAC to the Board.
3. Maintain a list of projects both Proposed and Active that can be presented to the Board of Directors at the monthly Board meeting for review. The report shall be used to review progress of any previously approved project, review funding requirements and/or adjust task priorities as required.
4. Maintain a proposed project management plan for each task on the URAC project list. Through the project management plan, URAC can assure that all dependent tasks can be completed in a sequence that will minimize cost while maximizing the return on the association's investment in the overall task.
5. The responsibility for obtaining any quotes or bids required by URAC for any task or sub-task is that of the Club Management.
6. Develop an "UPDATE AND REFRESH ADVISORY COMMITTEE (URAC)" form that Homeowners can fill out to suggest any work related to common area property update and/or refreshing.
7. Review "UPDATE AND REFRESH ADVISORY COMMITTEE (URAC)" suggestion forms and, if appropriate, discuss the information and supporting documentation with the association member who submitted the form. If appropriate, submit the forms, with Committee recommendations and associated costs, to the Board of Directors for consideration.

D. Meeting and Reports

1. The committee shall report and be accountable to the Board of Directors and no others. All committee reports must be presented in writing to the Club Manager on the first day of each month so they can be included in the Board Information Packet for the Directors to review prior to their Board meeting. The committee shall meet as often as necessary to successfully perform their assignments and duties, but not less than once each month.
2. The committee Chairperson or Club Manager may call for a special meeting if issues arise that cannot prudently be held until the regularly scheduled meeting.
3. The purpose of the committee is to aid the Board of Directors by recommendations as to all matters referred to the committee, but no recommendations shall be binding upon the Board whose responsibility, in no event, shall be considered delegated to the committee.
4. All forms, policies, and decisions made by the committee are considered recommendations and must be submitted to the Board of Directors for approval prior to any action being taken.

This "Charter" for the HCW Update and Refresh Planning Committee was approved at the regularly scheduled meeting of the Board of Directors. Date: August 14, 2013