

**STANDING COMMITTEE TERMS OF REFERENCE**  
**Architectural Committee**  
**March 2022**

**PREAMBLE**

This Committee is created under the Venture Out Bylaws (Article IV, Section 11, f.) to assist and advise the Board of Directors. Committees may request assistance for outside professional advice and help but may not contract directly for these services. This responsibility lies solely with the Board of Directors and the Venture Out Manager.

**MEMBERSHIP**

The committee shall consist of up to 9 as determined by the Board, lot owners as voting members, (including condo Board liaison as voting member) to operate as a two-way conduit between the Committee and the Board of Directors, the Venture Out General Manager (non-voting), and other members of the Venture Out Management team (non-voting) may be included as required. Under the VO Rules and Regulations (Section III, Article 7): A lot owner appointed to a standing committee established by the board of directors shall serve on such committee for an initial 3 year term, and may be reappointed thereafter for open ended one year term. In the event of Committee vacancies, the Committee will solicit applicants and recommend appointments to the Condo Board.

**COMMITTEE PURPOSE**

To support the work of the Venture Out Condominium Board by giving consideration to architectural issues. To assist owners by maintaining current Venture Out Architectural Guidelines. By State statute, the Committee Chairman is a Director of the Condo Board.

1. To Liaise with utility officials, the Venture Out General Manager and the Venture Out Architectural Inspector to identify potential needs or improvements and to document current and future problems as they relate to utilities.
2. To research and propose potential improvements to utilities and propose solutions to identified problems, including the costs to rectify them to the Board.
3. To recommend the approach Venture Out should take in dealing with Infrastructure issues such as electrical, irrigation, water, domestic water, sewer, telephone, cable television, street lighting, park drainage system, streets and solar power system.
4. To involve lot owners when appropriate, especially on items related to utility easements.
5. To report on infrastructure issues and their relationship to the Reserve Fund.

**OPERATIONAL GUIDELINES:**

1. The Committee will strive to maintain amicable and cooperative relationships with all relevant agencies and Venture Out residents, including Venture Out management and staff.
2. The Committee will report to the Condo Board on all current and related issues.

3. The Committee will present an annual report to the Condo Board and lot owners at the annual meeting in February.
4. Under normal circumstances, once a year, the Committee will elect a chairperson and a secretary. This election is to be held prior to the Boards review of all Standing Committee Terms of Reference.
5. Annually, shortly after the new Condo Board Members have been seated, the committee will review its Terms of Reference and submit proposed amendments to the Condo Board for approval
6. Minutes of all meetings will be taken and put on file with the Corporate Secretary,
7. Meetings are to be at least once per month during the season of October through March. The meetings shall comply with A.R.S 33-1248 {Bylaws art. IV & 13} all board meetings (and regularly scheduled Board Committee meetings) must be open to members to attend and observe. The Committee may place reasonable time restrictions but shall permit a member (or rep.) to speak once, after the Committee has discussed a specific agenda item, before the Board takes formal action on an item under discussion. The Committee shall provide for a reasonable number of persons to speak on each side of an issue.
8. Agendas for Committee meetings are to be posted 48 hours in advance by the corporate secretary.
9. Any member missing two meetings without an excused absence will be subject to removal from the committee.
10. The committee meetings shall comply with Roberts Rules of order when not in conflict with Venture Out Bylaws and Rules and Regulations.

### **CURRENT MEMBERSHIP 2021 – 2022**

<u>Position</u>	<u>Name</u>	<u>VO Address</u>	<u>Email Address</u>	<u>Phone</u>
Co-Chair	Jim Van Heule (2021)	802 Aztec	jamesvanheule@gmail.com	480-640-1600
Co-Chair	Loras Watters (2021)	703 Debonair	lwatters07@gmail.com	563-581-3838
Co-Secretary	Curtis Martin (2019)	513 Aztec	elcosta00@hotmail.com	206-227-2388
Co-Secretary	Lorreen Ilott (2021)	113 Douglas	lorreen.ilott@sasktel.net	306-962-7333
Member	David Fauss (2019)	403 Navajo	davdefco@gmail.com	402-720-9454
Member	Steve Powell (2021)	806 Navion	picklepowell@gmail.com	208-610-1418
Member	Larry Haima (2021)	905 Douglas	larryhaima@gmail.com	541-979-6836
Member	Keith Wurgler (2021)	622 Douglas	kwurgler1@yahoo.com	701-258-4491
Member	Bret Hansen (2022)	424 Merlin	corena.hansen@gmail.com	801-866-8119
VO Inspector	Keith Kettle	Admin Office	architectural@ventureoutrvresort.com	480-832-0200

(xxxx) indicates year that membership to the committee started