

Tanyard Springs Homeowners Association

Committee Charter Revision Addendum

(Applicable to: Social Committee, Community Garden Committee, and Design Review Committee)

Date: 11 November 2025

Prepared by: Board of Directors, Tanyard Springs HOA

Purpose of Addendum

This addendum is issued by the Board of Directors to clarify and update sections within the Social Committee Charter, the Community Garden Committee Charter, and the Design Review Committee Charter. The revisions reflect the Board's intent to support volunteer participation, ensure transparency, and maintain effective oversight without imposing unnecessary administrative burdens on committee members.

Section D(3) — Meetings (Revised Language)

Previous Language:

“The Committee Chairperson shall ensure that minutes are kept of all Committee meetings and that such minutes are submitted to the Board of Directors for review and inclusion in the Association's permanent records.”

Revised Language (Approved by Board):

Committees are encouraged to maintain brief notes or summaries of meetings or activities for communication with the Board of Directors. Formal minutes are not required unless the committee makes recommendations or takes actions requiring Board approval.

In the event a committee lacks sufficient volunteer participation to record or submit summaries, the Board of Directors may review and approve committee actions or updates directly to ensure continuity of community activities.

Design Review Committee (DRC) Clarification

The Design Review Committee operates under the authority of the Association's governing documents and Architectural Guidelines. The Committee shall maintain records of all homeowner applications reviewed and decisions rendered. The Committee is not required to maintain formal meeting minutes; brief summaries or tracking logs are sufficient for Board communication. All DRC actions are subject to review and final approval by the Board of Directors. The Board reserves the right to modify, affirm, or overturn any DRC decision in accordance with the governing documents. The DRC may not create, alter, or enforce design standards without prior Board authorization.

Clarification of Board Oversight

All actions involving the following continue to require prior Board review or approval:

1. Appointment or removal of committee members and chairpersons.
2. Committee budgets, spending, or financial obligations.
3. Recommendations affecting Association policy, operations, or community programs.
4. Any amendments to committee charters or governing provisions.
5. Architectural or design-related approvals or denials that may materially impact Association property or homeowner rights.


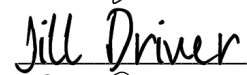

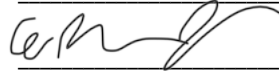
This clarification confirms that no committee may incur expenses, implement programs, or make binding decisions without prior authorization by the Board of Directors.

Implementation

This addendum shall be incorporated into the official charters for the Social Committee, Community Garden Committee, and Design Review Committee upon Board approval. All future committee operations will align with this revised language effective immediately following the Board's vote.

Date: 11 November 2025

Board of Directors Signatures

Position	Name	Signature	Date
President	Rosie Rivera		11/18/2025
Vice President	Jill Driver		11/17/2025
Treasurer	Jodi Wells		11/17/2025
Secretary	Evan Johnson		11/17/2025

Approved on: 11 November 2025