

Transition Committee Purpose and Mission Statement

Purpose:

The Transition Committee shall address construction of common and limited common lands and facilities as defined in the developer's original plans for the Hickory Woods community. The committee will review the developers' agreements to determine if final construction has met all commitments. The committee will identify concerns for on-going completion of construction items and concerns for repair to any already completed construction. The Transition Committee will make recommendations to the Board of Directors for a strategic plan of transition, so that the Board of Directors will guide the negotiations with the developer in preparation for the sign-off agreement from the developer to the Hickory Woods Homeowners' Association.

Approach:

This committee is being chartered according to the requirements defined in the Hickory Woods By-Laws, Article IV, and the Hickory Woods HOA Board of Directors Guidelines for Appointment and Operation of Committees. The committee purpose and mission, as defined in this document, has been approved by the Board of Directors. The committee members shall be volunteers, approved by the Board of Directors. The committee shall operate using the defined guidelines and the same rules as the Board of Directors. Specifically:

- 1) All meetings shall be open to unit owners who choose to attend.
- 2) Notice must be provided of all meetings at least 10 days in advance, via email. A set schedule would be preferred.
- 3) A quorum must be present at each committee meeting.
- 4) Decisions within the committee will be by vote and must have a majority of committee members to pass. (Not a majority of those present.)

Membership:

This committee shall consist of at least 5 members and preferably 7 members. One of the members will be a Hickory Woods Director. Committee members and chairperson shall be approved by the Board based upon how well their skills are aligned with the needs of the committee.

Timeframe:

The work of this committee will begin now and continue until the Board of Directors has completed the sign-off transition from the developer.

Role of the Committee:

This committee's role is to make recommendations to the Board of Directors concerning construction concerns for new and previously completed construction. The board will determine the process of negotiation with the developer for completion of construction concerns and how to use the assistance of the committee in this process.

Mission:

The mission of the committee is to enable the board to satisfactorily negotiate the completion sign-off from the developer to the Hickory Woods Homeowners' Association. The HW HOA Board of Directors seeks to confirm that the developer has met all responsibilities of completing the HW community satisfactorily.

Expected Products:

Review the original developer plans & diagrams as approved by the Town of Londonderry.

Review commitments made to the HW Homeowners' Association for final completion.

Survey existing construction of physical plants, landscaping, recreational facilities, etc. of all common and limited common areas.

Review items of concern for common and limited areas as reported by homeowners. The board has maintained a list of reported concerns.

Consider recommendations to hire engineer for a comprehensive inspection of physical plant & property. Identify any warranty defects?

Identify items of concern to discuss with the developer for construction yet to be finished.

Identify items of concern for previously completed construction.

The Board is requesting that the results are communicated in writing to the Board.