

MUSEUM TOWER OWNERS ASSOCIATION

550 Front Street San Diego, Ca 92101

619.533.7960

Fax:

619.533.7964

Dear Committee volunteer,

Welcome aboard and thank you for your assistance!

Here is all the contact information I have to pass on. If there is anything missing under your name, please submit it to your fellow committee members and myself.

Also, it is very important to sign the last page and return it to me for our files.

I have included all the committee's contacts incase any issues overlap.

Thank you again for your interest in your community and I look forward to working with you!

Rich Giondomenico Facility Director The Prescott Companies



COMMITTEE CHARTERS

REGARDING ALL COMMITTEES

Often the legal documents for a given association detail the various committees required to assist the Board of Directors in the management of the association. Important to remember are the following:

The committee chairperson is usually appointed by the Board of Directors. Committee members generally serve for a one-year term unless otherwise specified or outlined by the Association's legal documents. Each committee reports directly to the Board of Directors through management and all are subject to the Board's direction and approval of activities. Each committee member must be appointed to the committee and formally adopted by a resolution of the Board In this manner, each appointed committee member is covered under the Directors and Officers policy of the Association. It is therefore, essential for committee members to recognize that they must function as a group for the betterment of the entire community, as opposed to individuals working on behalf of self-interest. The Board of Directors and Officers insurance supports actions made by a consensus of a committee within their fiduciary responsibilities and not those of individual members functioning independently. The Board, through their authorities, vested through the governing documents. California Civil Code and Corporations Code may remove a member from a committee without cause. Each committee member will be required to sign a committee member code of conduct and professional ethics.

The Association manager is responsible for working with the Board of Directors in establishing the structure and function of the various committees. To assist the Association manager in this function, a few sample committee structure guidelines have been included. Please review and familiarize yourself with these guidelines, goals and objectives. Associations may give assorted titles to these committees, but the function of each committee is basically the same as outlined in the following pages.

Please remember that the committees may only recommend policies and action for adoption by the Board and do not have the power or authority to establish policies or take action without the Board's authorization. To this end, the Board may expand or diminish the power and authorities of the committees at will and without cause.

BUILDING / LANDSCAPE COMMITTEE

Committee Members:

Name	Unit	Phone	Email
Ken Hawkins(Chairman)	1301,2203	619-233-7978	Ken.hawkins@cox.net
Pat McArron	804	619-865-4702	ptmcarron@cox.net
Linda Marabian	506	619-236-6496	linmar@cox.net
Steve Sparta	1105	619-232-1085	buswork@aol.com
Larry Rippey	504	619-696-1207	lwrippey@hotmail.com
Joe Mansolillo	1904	619-696-6767	joemanzso@aol.com

Board Liaison

Jim Roberts	3103	619-338-8195	jrmediation@aol.com
Bob Natapow	3001,3004	619-232-2677	rnatapow@aol.com
Chris Eddy	602,603	619-559-4707	eddyzoo@aol.com
Apriano Meola	N/A	619-231-7072	ameola@pinnacleinternational.ca

Term of Office:

One-Year Term

Purpose:

To ensure that the common areas of the Association are maintained in order to preserve and enhance property values, *AND* To ensure that the landscaped areas of the Association are maintained in order to preserve and enhance property values.

Objective Procedure:

- 1. To coordinate, through the Property Management Company, the maintenance of the Common Areas, (including, but not limited to, the building common interiors, exteriors, pool area, etc.) and the enhancement of the landscaped areas.
- 2. To recommend to the Board aesthetic and maintenance standards that will preserve the value, desirability and attractiveness of the Grande North.
- To perform a monthly walk-through of the community noting items of concern for both the common areas of the building and the exterior landscaped areas.
- 4. To submit a monthly written Committee Report and Meeting Minutes to the Board, via the Management Company, 10 days prior to the next Board meeting.

Reporting Structure:

Through the Management Company to the Board of

Directors.

Budget Allocation:

None

ARCHITECTURAL REVIEW COMMITTEE

Committee Members:

Name	Unit	Phone	Email
Roger Dyer (Chairman)	1604	619-997-0855	rogerd@dyerlawoffice.com
Jim Cox	1308	619-702-5702	Jimcox3@cox.net
Terry Jordan	1007	619-269-3858	tjordancps@hotmail.com
Bobbi Gilliam	1304	619-235-6677	bobbigilliam@msn.com
Jose Figueroa	1301,2203	619-233-7978	

Board Liaison:

Chris Eddy	602,603	619-559-4707	eddyzoo@aol.com
Rick Bortolussi			rbortolussi@pinnacleinternational.ca

Term of Office:

One-Year Term

Purpose:

To complete fair and consistent review of interior and exterior improvements or modifications and to ensure improvements adhere to the architectural guidelines established

Objective Procedure:

- 1. To review architectural requests and plans submitted by homeowners to ensure that improvements adhere to Architectural Guidelines.
- 2. To inspect architectural improvements during construction as necessary, and to conduct a final inspection within 30 days after receiving a Notice of Completion from homeowner.
- 3. To notify the owner within 30 days of non-compliance if non-compliance exists.
- 4. To submit a monthly Committee Report and Meeting Minutes in writing to the Board via the Management company, 10 days prior to the next Board meeting.
- 5. Committee members will provide sufficient information as to the reason a plan has been denied and clearly what is required for the plan to be approved.

Reporting Structure:

Through the Management Company to the Board of

Directors

Budget Allocation:

None

SOCIAL COMMITTEE

Committee Members:

Name	Unit	Phone	Email
Richard Walker(Chairman)	2008, C8	847-687-3333	Richardwalker1@gmail.com
Vicki Eddy	602,603	619-269-2639	eddyzoo@aol.com
Mary Bashore	1201	619-338-9188	mbashore@cox.net
Colette Hooper	1701	619-595-0614	randchooper@excite.com
Becky Osterberg	905	619-296-2430	bb.ost@cox.net
Todd Ruth	501	619-696-7884	jabouillei@yahoo.com
Bev Zukor	2005	619-696-7955	abzukor@cox.net

Board Liaison:

Units Eddy	Chris Eddy	000 000	040 550 4707	11 0 1	
7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	Chris Eddy	602,603	619-559-4707	eddyzoo@aol.com	

Term of Office:

One-Year Term

Purpose:

To organize and facilitate special seasonal events to be enjoyed by the general membership of the Association and

to coordinate other recreational activities.

Objective Procedure:

- 1. To promote social interaction and community pride among the residents of the Pinnacle community.
- 2. To initiate and maintain a residents special interest register.
- 3. To organize and hold resident social events.
- To submit a monthly written Committee Report and Meeting Minutes to the Board, via the Management Company, 10 days prior to the next Board meeting.

Through the Management Company to the Board of Reporting Structure:

Directors.

Budget Allocation:

The Board of Directors has allocated \$____ for fiscal year 2006 to the Social Committee. Proposals to the Board of Directors will be considered on an individual

basis for additional Association funding.

SAFETY / CONCIERGE COMMITTEE

Committee Members:

Name	Unit	Phone	Email
Brett Schaffter(Chairman)	1505	619-804-2738	brettschaffter@cox.net
Colleen McDonald	304	619-233-3702	
Glenn Stokes	804	619-865-4702	grstokes@cox.net
Melanie Branca	1501		
Tim Cloonan	407	619-606-3377	

Board Liaison:

Jim Roberts	3103	619-338-8195	jrmediation@aol.com
Bob Natapow	3001,3004	619-232-2677	rnatapow@aol.com
Chris Eddy	602,603	619-559-4707	eddyzoo@aol.com

Term of Office:

One-Year Term

Purpose:

To review the Association's day-to-day Safety issues, making recommendations to the Board as needed, in writing. To review and make recommendations for improvements and/or enhancements to the Emergency Preparedness Manual.

Objective Procedure:

- To interface with Management to report and monitor resident safety on a 1. regular basis.
- 2. To make recommendations to the Association Board regarding any safety issues that may arise.
- 3. To submit a monthly written Committee Report and Meeting Minutes to the Board, via the Management Company, 10 days prior to the next Board meeting, to be included in the Monthly Board Meeting package.

Reporting Structure:

Through the Management Company to the Board of

Directors.

Budget Allocation:

None

WEB-SITE/COMMUNICATIONS COMMITTEE

Committee Members:

Name	Unit	Phone	Email
Pat McArron (Chairman)	804	619-865-4702	ptmcarron@cox.net
Todd Ruth	501	619-696-7884	jabouillei@yahoo.com
Stan Marder	2804	619-269-4777	smarder@tns.net

Board Liaison:

Jim Roberts	3103	619-338-8195	jrmediation@aol.com

Term of Office:

One Year Term

Purpose:

To continually review and maintain the Association's website and electronic newsletters while working closely with the third party contractor. Will assist the Board with review of content and proper distribution.

Objective Procedure:

- 1. To interface with Management to report and monitor information and ease of use on a regular basis.
- 2. To make recommendations to the Association Board regarding any adjustments or issues that may occur.
- 3. To submit a monthly written Committee Report and Meeting Minutes to the Board, via the Management Company, 10 days prior to the next Board meeting, to be included in the Monthly Board Meeting package.

Reporting Structure:

Through the Management Company to the Board of

Directors.

Budget Allocation:

None.

FINANCE COMMITTEE

Committee Members:

Name	Unit	Phone	Email
Elizabeth Berg (Chair)	703	619-850-4743	elizabethannberg@sbcglobal.net
Rudy Weider	1906	619-699-8271	Rudolf.weider@marriott.com
Tim Cloonan	407	619-606-3377	
Laura Day	303	619-888-9710	laurahday@yahoo.com
Sande Zatt	908	619-227-5557	sannn@aol.com
Lana Whaley	508	619-501-7962	lanawhaley@cox.net

Board Liaison

Bob Natapow	3001.3004	619-232-2677	rnatapow@aol.com
	0001,0001	010 202	matapow@aoi.com

Term of Office:

One-Year Term

Purpose:

To assist Management in the process of developing the annual budget. This committee will also review the Association's financial statements and provide, in writing, their observations regarding the status of the budget, what large expenses were paid out and what large expenses are anticipated to be paid out in the near future. They will also make recommendations for the purchase of low-risk investments, such as CD's.

Objective Procedure:

- 2. To prepare the initial draft budget on an annual basis and present it to the Management Company and the Board of Directors.
- 3. To interface with Management on a regular basis regarding anticipated expenses.
- 3. To make recommendations to the Association Board regarding budgeting and investment options.
- 4. To submit a monthly written Finance Committee Report to the Board, via the Management Company, 10 days prior to the next Board meeting, to be included in the Monthly Board Meeting package.

COMMITTEE MEMBER CODE OF CONDUCT AND PROFESSIONAL ETHICS

GENERAL STANDARDS

Competence – A Committee member shall undertake only those responsibilities and assignments that he/she can reasonably expect to perform with competence and shall make a concentrated effort to perform all tasks/assignments/duties in a superior manner.

Due Professional Care – A Committee member, although serving in a volunteer capacity, shall exercise due care to act in a professional manner in the performance of his/her duties and at no time should overstate ones experience, background or professional competency when accepting or in carrying out an assignment or duty.

Planning and Supervision – A Committee member shall adequately plan and supervise all accepted functions and assignments. A member who will be unable to fulfill the obligations of a function/assignment or duty shall notify the committee chairman in a timely manner.

INTEGRITY AND OBJECTIVITY

A member may not knowingly misrepresent facts in order to achieve any measure of personal gain for themselves, family members, friends, or any affiliated company from which he/she may benefit. All decisions and representation made to the Homeowners Association must be made with the best interests of the Association in mind.

TECHNICAL STANDARDS

A member shall comply with all technical standards that are in force, (for example: community CC&R's, Arc Guidelines, etc.) or may from time to time be promulgated by the Homeowners Association regardless of personal opinion.

PROFESSIONAL COURTESY

All Homeowners Association Committee members should exhibit professional courtesy to all board and community association management professionals and such professional courtesy shall include among other things.

- The Committee Member shall not interfere with contractual relationships between the Board, community management professionals and contractors.

COMMITTEE MEMBER CODE OF CONDUCT AND PROFESSIONAL ETHICS Page Two

CONFLICT OF INTEREST

No member, or employee of a member, may use their position to enhance their own financial status through recommendation of vendors, suppliers or contractors that may pay a gratuity to the member or employee of a member of the organization. In addition, all situations where any appearance of a conflict of interest could exist must be disclosed in writing to the Board of Directors at the earliest opportunity. Any dealings with related parties must be fully disclosed to in writing to the Board of Directors at the earliest opportunity. Any dealings with related parties must be fully disclosed to the Homeowners Association and abstentious and/or refusal must be entered on all voting and discussion issues relating to the contractors.

GRATUITIES

It shall be the policy of the Homeowners Association to discourage the acceptance by its committee members of gifts, entertainment, or other favors from existing or prospective clients, vendors or suppliers.

USE OF HOMEOWNERS ASSOCIATION FUNDS

No committee member may use any funds being held for Homeowners Association business for their own personal use.

RELATED ENTITIES

Any engagement of a company or individual that is related to any Committee Member in anyway, must be disclosed to the Homeowners Association. This disclosure must be made in writing and approved by the Homeowners Association for the Committee Member to remain active on the Homeowners Association Board of Directors.

LIMITATIONS OF PRACTICE

A Committee Member who is also engaged in the practice of another profession shall exclude himself/herself, if the performance of such services is likely to result in a perceived or real conflict of interest. Any member who misses two consecutive meetings of the Committee will be removed. Any member who misses one meeting without informing at least one other Committee Member and/or management, without just cause, may be removed from the committee.

COMMITTEE MEMBER CODE OF CONDUCT AND PROFESSIONAL ETHICS Page Three

CONFIDENTIALITY

A Committee Member may not knowingly spread untruths or gossip about other committee members, management professionals, and the Board of Directors, vendors or any other person serving the community in a volunteer, contracted or professional capacity. Information discussed during meetings is considered confidential and should not be discussed outside of the committee unless listed as an agenda item or upon final decision of the board. AT NO TIME will any specifics regarding scope of work, contractual amounts, legal issues and/or other information that might be deemed confidential be discussed outside a committee or board meeting without prior approval from the Board.

or board meeting without prior approval from the Board.	
I,the above stated Code of Ethics and Rul	, the undersigned agree to les of Conduct:
Signature	Date