

**ADDENDUM H**  
**MEETING ATTENDANCE AND SERVICES SCHEDULE**

Agreement shall include, but not be limited to, providing management services for the following meetings per year:

**Board of Directors**

24 Board Book Review Meetings  
24 Regular Board of Directors Meetings

**Cash Flow Budget Committee**

6 Regular Meetings

**Annual Meeting and Election/Delegate and/or Night to Meet the Candidates**

February 25, 2009

**Landscape and Facility Enhancement Executive Committee**

12 Regular Meetings

**Facilities Sub Committee**

12 Regular Meetings

**Monument Signage**

12 Regular Meetings

**Covenant Committee**

24 Regular Meetings

**Architectural Review Committee**

24 Regular Meetings

**Community Associations of Rancho (CAR)**

12 Regular Meetings

**Tree Board Meetings**

12 Regular Meetings

**Neighborhood Beautification Committee**

12 Regular Meetings  
6 Community Outreach Program Meetings  
3 Holiday Lighting and Community touring Meetings

**Strategic Planning Session/Event**

Annually

**Public Agency/Private Agency Meetings**

**Attendance at public/private meetings as necessary, i.e., city, school districts, such as:**

CAR, CUSD, SVUSD, City of Rancho Santa Margarita, SAMCORP, Bell Tower Foundation, etc.

**Services shall include, but not be limited to:**

1. Receipt of related materials/documents from homeowners/members
2. Maintenance of database related to Merit Connect
3. Preparation material/packet for meetings
4. Attendance at Board/Committee meetings
5. Written, verbal and website communications with homeowners/members regarding Board action Committee actions
6. Correspondence related to Committee functions/actions
7. Maintenance of files related to Committee function
8. Weekly drive-through covering the entire Association on a monthly basis to note compliance with architectural process and enforcement process and beautification program.