

# COMMITTEE ORGANIZATION

## GOALS, FUNCTIONS & RESPONSIBILITIES

The following information outlines the overall goal/s of each committee and outlines a list of the main functions and responsibilities of each committee.

### LANDSCAPE COMMITTEE

#### Goals:

- To work towards increased property values in the community by educating and encouraging owners in the community to keep their properties well maintained, through articles in newsletters and yard-of-the-month programs.
- Be the eyes of the community for irrigation problems that require emergency attention.

#### Functions/Responsibilities:

- Select a chair or 2 co-chairs
- Notify Premier Communities through their emergency pager system of any maintenance needs such as irrigation zones that are stuck on, or other emergency type repairs that require immediate attention after hours.
- Make recommendations to the board and Premier Communities for seasonal flower changes.
- Implement a “yard-of-the-month” contest, seasonal holiday decorations and contests.
- Report committee activity/upcoming events to the Communication Committee in a timely manner.
- Report activities to and work at the direction of the Board of Directors.
- Suggested membership of 3 persons minimum, and no maximum number of members.

### COMMUNICATION COMMITTEE

#### Goal:

- Keep the entire community informed of important community events, as well as city, state, and county items of interest to homeowners.

#### Functions/Responsibilities:

- Select a chair or 2 co-chairs
- Maintain frequent contact with other committees to report current events
- Coordinate receiving reports from other committees
- Generate a newsletter or coordinate submission of articles on a regular basis to be established by the Board or committee based on “news-worthiness” and cost restraints. The final copy of the newsletter must be approved by the Board of Directors.

- Update on community information related directly to the neighborhood (road closings, construction, school dates, etc.)
- Update on pertinent information in the city (elections, changes in trash days, etc)
- Submit a newsletter article each quarter to the Communication Committee, or to Premier if no Communication Committee exists.
- Report activities to and work at the direction of the Board of Directors.
- Suggested membership of 3 persons minimum, and no maximum number of members.

## SOCIAL COMMITTEE

### Goal:

- Foster a cohesive community by organizing fun, interesting events for the entire community so neighbors can meet and socialize each other.

### Functions/Responsibilities:

- Select a chairman or 2 co-chairs
- Brainstorm ideas for association social events & plan events for the year in advance.
- Create an annual budget with an estimated cost for each actual event.
- For each event, create an itemized budget to be approved by the Board of Directors before any spending takes place.
- Report planned events to the Communication Committee ( via the Board, newsletter coordinator, or Premier Communities ) for notification to the neighborhood.
- Execute the proposed events. Some ideas:
- All activities which HOA funds go toward should be all inclusive of the community members. Examples: Garage/yard sales, "Taste of "Your Community", pot-lucks, holiday events: decorating contests, Easter egg hunts, Halloween hay-ride, Thanksgiving parade, back-to-school party, and ice cream socials.
- Events for specific groups are great, but can not involve HOA funds. Some examples are: Ladies/men's night out, couples night out, supper club, Mom's playgroups/babysitting co-op, card clubs, and movie night.
- Submit a newsletter article each quarter to the Communication Committee, or to Premier if no Communication Committee exists.
- Report activities to and work at the direction of the Board of Directors.
- Suggested membership of 3 persons minimum, and no maximum number of members.

### Examples of Subcommittees of the Social Committee:

- Welcome (or Hospitality) Committee

### Examples of Activity Groups:

Bunco  
Fundraisers

Mens Poker Night  
Mothers Day Out

## SAFETY COMMITTEE

### Goals:

- Enhance safety awareness in the community.
- Take a leadership role in working with local law enforcement and organizing a crime-prevention network of block captains for every street in the neighborhood so that residents may watch out for one another.
- Investigate the latest ideas and trends in both property crimes and crimes against persons and how to prevent those types of crimes in the community, and communicating this information to the community.

### Functions/Responsibilities:

- Select a chair or 2 co-chairs
- Work with the local police department to establish a crime watch or similar program
- Establish block captains
- Communicate other safety needs / precautions / recommendations to the neighborhood via the newsletter, website, or other board approved medium
- As needed-work with the city to implement traffic improvements such as stop sign, speed-limit enforcement, reduction, and/or signs; cross walks, school zones, etc.
- Coordinate National Night Out
- Coordinate attendance of Police Department representative for annual meeting to discuss and educate homeowners about Crime Watch.
- Coordinate with Social Committee to have safety related activities at Social Events, such as having a fire truck or fingerprinting at a block party.
- Submit a newsletter article each quarter to the Communication Committee, or to Premier if no Communication Committee exists.
- Report activities to and work at the direction of the Board of Directors.
- Suggested membership of 3 persons minimum, and no maximum number of members.

## ARCHITECTURAL ADVISORY COMMITTEE:

### Goal:

- Review modification requests by using the rules set forth in the Covenants, Conditions and Restrictions in the Declaration.

### Functions/Responsibilities:

- Meet on a regular basis to review plans for exterior improvements ( ACC applications ) within the time stipulated in the Declaration
- Give a timely response to the Association manager in writing
- Report information to Communication Committee including common guidelines, request questions / concerns, ACC application reminders and meeting report.
- Submit a newsletter article each quarter to the Communication Committee, or to Premier if no Communication Committee exists.
- Report activities to and work at the direction of the Board of Directors.
- Suggested membership of 3 persons minimum, and no maximum number of members.