

Committee Responsibilities

Advisory Committee

Made up of the committee chairs, to advise or make recommendations to the board of directors of the association.

- Committee chairs must be in good standing with the association which includes
 - Assessments
 - Compliance Violations
- Volunteers must conduct themselves in a business-like manner. Ground rules for meeting conduct are;
 - Treat members with respect, both during the meeting and outside the meeting
 - Be respectful of other people's ideas or situations when they speak
 - Speak one at a time
 - Be patient when listening to others speak and do not interrupt them
 - Members need to stay on the topic being discussed
 - Do not discuss personal issues during the meeting, except when it is about the subject being discussed
 - Don't make threats or rude comments to members
 - Have a positive attitude
 - Listen
 - Take turns speaking
 - Stay on topic
 - Be kind to everyone in attendance

Remember, by respecting each other, you will have a good time and enjoy the meeting

Committee Chair

Each committee will have a committee chair that will be the liaison between the board of directors and committee members. The committee chairs responsibilities are:

- Establish committee meeting guidelines to facilitate an effective and productive meeting
- Set regular meetings and approve meeting minutes
- Communicate with the board and homeowners at meetings about the committees progress
- Report to the committee in a timely manner regarding the discussion with the Board and any action to be taken

Committee Responsibilities

Budget & Finance Committee

The purpose of the Budget and Finance Committee is to ensure that dues assessments by the association are reasonable and necessary and that expenditures by the association are prudent and appropriate.

Responsibilities

- Study and make recommendations concerning the monthly/annual association dues amount
- Develop and make recommendations for an annual association budget
- Receives budgetary recommendations from various other committees of the association
- Determines the feasibility of the other committees' recommended budgets, and considers such budgetary recommendations in formulating recommendations for the association's annual budget
- Annually reviews the reserve and replacement budget and makes recommendations to the board for adjustments

Social Committee

The responsibilities of the Social Committee is to advise and assist Essex in developing and administering an ongoing program to provide social activities within the community. They will also develop rules and procedures for the activities to ensure the enjoyment of all residents.

Responsibilities

- Decide on annual social events
- Make recommendations to Essex with respect to financial obligations for these events to obtain board approval for funds
- Organize and find volunteers to run all events approved by the board of directors
- Coordinate and provide all plans to run events for future committees to ensure that annual events are run the same

Submit to management company a list of yearly events to be posted on the communities website.

Landscape committee

The purpose of the Landscape Committee is to ensure members of the association have a program to encourage community pride through the Yard of the Month Program, and to consult on the landscaping needs of the association when requested.

Responsibilities

- Develop a program called "Yard of the Month" and administer such program
- Coordinate overlapping activities with the chair of other committees
- Meet monthly; however, in any case shall meet as often as necessary to complete its assigned responsibilities
- Forward all recommendations to Essex

Committee Responsibilities

Communications Committee

The purpose of the Communications Committee is to ensure members of the association are aware of events and situations involving the community. Encourage participation in both association and other area events, and deliver information about the community and the local area to all members of the association.

Responsibilities

- Develop procedures and programs for the benefit of community members, or any other area of the association assigned to the committee by the board of directors and recommend them to the Board of Directors
- Coordinate and facilitate the publication of the community newsletter
- Recommend association website updates to Essex

Crime Watch Committee

The goal of the Crime Watch Committee is to help organize the community and work with law enforcement to prevent crime within our neighborhood by observing suspicious activities and reporting possible criminal activity to the police.

Responsibilities

- Distribute anti-crime information to citizens within the neighborhood
- Hold public meetings with local law enforcement agencies about crime in the community and what can be done about it
- Include articles in the neighborhood newsletter that gives prevention tips and local crime news
- Organize regular meetings that focus on current crime related issues

- Organize community patrols (including residents who are usually at home during the day) to walk around streets and alert police to crime and suspicious activities and identify problems needing attention



Committee Responsibilities

Welcome Committee

The purpose of the Welcoming Committee is to reach out to new families upon arrival and ensure that they are made to feel welcome. This may include welcome material that includes local businesses and familiarizes them with the web site and its contents.

Responsibilities

- Ensure that all new members to the community feel welcome and at home
- Help answer any questions that new homeowners might have regarding electric, cable, internet, and television providers
- Team with the Social Committee to help coordinate community activities.