

Grand Lake HOA Committee Responsibilities and Tasks

Common Procedures for all Committees:

- Hold Committee meetings as necessary to: coordinate activities; identify needs, costs, and priorities; assign areas of responsibility to Committee members; identify actions to be performed; and to review action status.
- Assign specific functions to each Committee member
- Take primary ownership to resolve issues in assigned areas of responsibility
- If feasible the Committee should perform the necessary repair or service
- If purchases are required and are within your current budget or approved by the board, you can a) use the HOA debit card controlled by the Finance Committee or b) pay for the item yourself and be reimbursed by sending a request for repayment to the Grand Lake HOA Treasurer with a copy of the paid bill. The Treasurer will review the request and forward it to Elite with a recommendation for payment and Elite will send you a check. If using the debit card please send an email to Elite and to the HOA Treasurer listing the purpose, date, payee, amount paid, and attach a copy of the receipt. If the Debit charge will be recurring, please have the vendor mail or email a copy of each invoice to Elite.
- Call Elite at 256 808 8719 or your specific contractor to request maintenance or repair service when necessary. Tell them your name and phone number, that you are requesting maintenance for XXX at Grand Lake, and for the repairman to call you if needed to schedule the necessary service.
- Email the board to identify problems that require: a response outside of assigned responsibilities; funding that is not in the committee's budget; to ask questions; to put an item on the next monthly board meeting agenda; or to identify a change in committee membership.
- Telephone a board member if a time critical issue arises that cannot readily be handled by the Committee.
- Telephone or call another Committee chair to coordinate any actions that might affect that Committee

Standing Committees:

- Clubhouse (TBD)**
- Compliance (Bob Wrinkle chair)**
- Finance (Marina Ginos and Alex Adams co-chair)**
- Landscaping (Jason Sowash chair)**
- Pool (TBD)**
- Social (Rebekah Shaw Chair)**

Ad Hoc Committees:

- Nominating (President to appoint chair each fall)**

Clubhouse Committee

Responsibility for Clubhouse operations including:

- 1) temperature control and air conditioning
- 2) computer, video, and television systems
- 3) insect and pest control (inside and outside the building, including around play area and pool)
- 4) cleaning and maintenance services (involving clubhouse and associated bathrooms)
- 5) internal safety systems including alarm, fire extinguishers, and smoke detectors
- 6) inside furniture and equipment (including refrigerator, stove, pool table and equipment, tables and chairs, file cabinet(s), pictures and other decorations)
- 7) interior and exterior Clubhouse building, lights, painting and maintenance
- 8) garbage can(s)
- 9) utilities (electricity, water, internet, etc)

Tasks

- Replace air conditioning filters each September and May, adding 1/3 cup bleach to vent lines.
- Replace refrigerator filter(s) annually.
- Put and maintain sign near thermostat telling users when leaving to set the cooling temperature to 82 deg for April-October, and to set heating temperature to 58 degrees for November-March.
- Put and maintain sign near alarm panel providing contact information for Clubhouse Committee chair and Elite in case of emergency.
- Periodically check success of cleaning service and pest elimination.
- Periodically check and replace any burned out lights (both inside and on outside walls of clubhouse)
- Periodically check status of cleaning/maintenance consumables and supplies, buying additional items as needed.
- Check status of safety equipment and that refrigerator has not iced up and is running quarterly.
- Check furniture, equipment, and building for needed replacement or maintenance semiannually.
- Annually evaluate needed services and equipment and desired changes; getting estimates from Elite (Tami McCracken can get vendor quotes and assist in negotiating contracts/changes) where necessary; prioritize needs and review current contracts and SOW's for desired changes
- Develop annual budget request in cooperation with Finance Committee

Compliance Committee

Responsibility for review of architecture proposals and compliance with covenants including:

- 1) review and disposition proposals for fences, tree removal, construction, and other such activities
- 2) review and disposition covenant compliance issues raised by residents, the HOA board, or the HOA management company

Tasks

- Coordinate with Elite Compliance officer as needed to ensure adequate and proper drive thru evaluations and any needed special attention issues or interpretation of rules
- Review Architecture Change Requests when requested
- Review covenant compliance requests when and as identified
- Perform walk thru's quarterly to identify any additional needed corrections
- Discuss compliance issues with affected residents as needed to avoid misunderstandings and ill will
- Keep board informed of any architectural or compliance issues or concerns

Finance Committee

Responsibility for monitoring, recommending, and overseeing financial operations of the HOA including:

- 1) budget preparation and review
- 2) mortgage, insurance, property taxes, legal expenses, and termite bonds
- 3) control of the HOA debit card
- 4) maintaining HOA files
- 5) income/expense monitoring
- 6) recommendations for any changes in dues or special assessments

Tasks

- Review annual budgets and expense status in July and October, providing input to the board
- Request committee input on next year's budget in October to be provided by November 15 including committee prioritization.
- Work with committees to determine budget priorities and needs, providing recommendations to the board by December 15.
- Develop draft budget and balance sheet for presentation to board in January
- Post, status, and maintain debit card location and usage procedures
- Provide committee expense analysis as requested by committees and board
- Annually review insurance coverage, mortgage activity, termite bond, management activities, and legal issues and make recommendations to the board for changes
- Review, organize, maintain, and update files at least semiannually

Landscaping Committee

Responsibility for Lake and Commons area including:

- 1) lake and seawall
- 2) commons area around the lake
- 3) commons area along Green Cove
- 4) entranceway and parking lot
- 5) playground equipment (including ground cover in its vicinity)
- 6) outdoors electrical system including lights (except those on the clubhouse and in the pool)
- 7) irrigation systems (both around clubhouse and along Green Cove)
- 8) maintenance of adjacent property including Landtrust parking strip and slope behind playground area
- 9) maintenance of grass, shrubs, trees and other plants in all locations controlled by the HOA

Tasks

- Oversee landscaping contracted services
- Request vegetation control service contractor effort along lake borders when needed
- Check and replace any burned out lights (around entranceway and along Green Cove Rd) quarterly
- Set/change irrigation schedules and check for malfunctioning timers, electrical, and irrigation equipment (spring and fall)
- Check status of sea wall, dock, dock walkway, spillway (on Southwest corner of lake), signs, playground equipment, and maintenance of adjacent properties quarterly.
- Organize and provide materials needed to support community service days (1-2 per year as needed)
- Annually evaluate needed services and equipment and desired changes; getting estimates from Elite (Tami McCracken can get vendor quotes and assist in negotiating contracts/changes) where necessary; prioritize needs and review current contracts and SOW's for desired changes
- Develop annual budget request in cooperation with Finance Committee

Pool Committee

Responsibility for Pool operations and associated items including:

- 1) pool and associated pumps, plumbing, filters and their procurement/maintenance
- 2) pool treatments, treatment materials, and testing
- 3) storage and storage structures for pool and patio equipment
- 4) patio and patio furniture
- 5) safety equipment located out of doors (including signs, depth indicators, rescue equipment, etc)
- 6) fence surrounding pool including locks
- 7) structures located or to be located near pool area
- 8) consultation about selection of any trees and shrubs located or to be located near pool area

Tasks

- Check status of safety equipment quarterly.
- Check furniture and equipment for needed replacement/maintenance quarterly (including pool lights).
- Monitor pool maintenance contracted activities and schedule opening/closing dates, and required service interruptions.
- Purchase and maintain replacement pool equipment as needed (within authorized budget)
- Post and maintain laminated signs on umbrella cranks saying "To avoid storm damage. please close umbrella when you leave."
- Annually evaluate needed services and equipment and desired changes; getting data from Elite (Tami McCracken can get vendor quotes and assist in negotiating contracts/changes) where necessary; prioritize needs and review current contracts and SOW's for desired changes.
- Develop annual budget request in cooperation with Finance Committee

Social Committee

Responsibility for maintaining and improving member satisfaction with our community including:

- 1) preparation of welcome baskets for new residents
- 2) planning, preparation, and execution of social activities designed to foster improved member community relations and participation
- 3) maintain, monitor, and host our community Facebook site
- 4) seasonal decorations

Tasks

- Obtain notice of new residents from Elite
- Procure materials for welcome baskets
- Assemble and deliver welcome baskets (at least quarterly)
- Review and moderate Grand Lake Community Facebook page posts (at least weekly)
- Coordinate and oversee seasonal decorating of the entranceway and any neighborhood wide decorations
- Host get togethers, lunches, and parties as desired - providing food and materials within approved budget

Nominating Committee (Ad Hoc)

Responsibility for:

- 1) developing and updating voting and election procedures
- 2) soliciting candidates for HOA board positions
- 3) announcing candidates, issues, and early voting procedure
- 4) conduct of elections at annual membership meeting
- 5) providing support to the board in soliciting membership for HOA committees

Tasks

- Chair to solicit participation of residents as committee members (October if possible)
- Review and determine election needs and procedures (October/November)
- Solicit candidates for open board positions (November/December)
- Publish candidates, any election proposals, and election procedures (early January)
- Provide election and signup materials for annual membership meeting
- Conduct annual elections, count ballots, and report results