

**Document Purpose and Scope:** This document summarizes the objectives and responsibilities of each committee to support the Board.

## **EXECUTIVE BOARD ASSIGNMENTS**

President - Development  
Vice-President – Architectural and Grounds  
Treasurer  
Secretary – Communication and Membership  
Member-at-Large – Pool and Recreation, and Social Committee

## **MEMBERSHIP**

Work with real estate agents to bring in new members. Encourage participation through a welcome package and communication of the benefits. Reach out to existing home owners who are non-members to grow our membership. Ideally the membership committee will be a chair and two to four committee members.

### **RESPONSIBILITIES:**

1. Work with real estate agents to inform them that we are an HOA community
2. Having access to application materials to make it easier for new members to join
3. Welcoming Committee
4. Support pool key issue with members list

## **SOCIAL COMMITTEE**

To create a fun environment for all to enjoy and develop a sense of community. Ideally the social committee will be a chair and two to four committee members.

### **RESPONSIBILITIES**

1. Host a minimum of four events a year (Spring Fling, Forth of July, Fall Festival, and Christmas)

## **ARCHITECTURAL COMMITTEE**

Exists to ensure compliance with HOA covenants and Gwinnett County Ordinances. Ideally the architectural committee will be a chair and two to four committee members.

### **RESPONSIBILITIES**

1. Education of homeowners on what the expectations are of the community
2. Develop overgrowth standards
3. Address aging characteristics of neighborhood
4. Enforce appearance standards

## **GROUNDS COMMITTEE**

Improvements for maintenance and modernization of the community grounds. Ideally the grounds committee with have two to four committee members.

### **RESPONSIBILITIES**

1. Respond to incidents of vandalism.
2. Interact with landscaping company and make sure that they are meeting their contractual obligations.

## **POOL AND RECREATION**

Ideally this committee would have a chair person and two to four committee members.

### **RESPONSIBILITIES**

1. Manage the day-to-day details of pool and tennis court operation
2. Maintain party schedule
3. Serve as liaison to the swim and tennis teams
5. Work with social committee to organize community building events

## **COMMUNICATIONS COMMITTEE**

Oversee communication from the homeowners association to recognize achievements, and encouragement of community involvement. This committee would ideally have chair plus one person.

### **RESPONSIBILITIES:**

1. Maintain and publish a newsletter. Minimum four times per year
2. Maintain website
3. Manage mailings as needed
4. Work with membership committee to publish a community directory every other year

## **DEVELOPMENT COMMITTEE**

Seek avenues to develop community and promote continuous improvement.

### **RESPONSIBILITIES:**

1. Research and propose collective bargaining with vendors for the community.