

Board / Committee Responsibilities

President – The President shall preside at all meetings and is responsible to conduct all meetings in an orderly manner. The President shall see that orders and resolutions of the board are carried out ; and shall perform such other duties as required by the board.

Vice President – The Vice President shall act in the place of the president in the event that he/she is unable to perform the Presidential duties and shall exercise and perform such other duties as may be required by the board. The Vice President will also coordinate the Men's Night Out social event.

Secretary – The Secretary shall keep the minutes of each meeting and pass this information to the other board members. The Secretary shall record all votes at the meetings and keep current records of these votes ; keep appropriate current records showing the members of the Association together with their addresses ; Keep the cooperate seal of the Association and affix in on all papers requiring said seal ; and shall perform such other duties as required by the board.

Treasurer – The Treasurer shall deposit all monies acquired by the association and disperse such funds as directed by the Board ; pay all incurred bills, keep the accounting records, and produce a monthly statement of account at board meetings.

Architecture – The Architecture Control committee is responsible for presenting to the Board any request that homeowners may have for changing their homes : e.i., painting, additions, structures, fences, ect.. This committee will also serve as a resource for guidance to such homeowners on any projected changes by referencing the Bylaw guidelines. This committee is also responsible for removing any improperly placed real-estate signs on our streets.

Block Captain Chair – The Block Captain Chair is responsible for disbursing information to the area Block Captains regarding neighborhood news. The Block Captain Chair will also relay information from area Block Captains to the Board at monthly meetings.

Block Captains – Notify Membership Committee of any homes that go up for sale. Also notify Membership when these homes go under contract. Welcome new neighbors in their area and notify the Membership Committee of these new neighbors. Gather input from neighbors regarding neighborhood issues and concerns and convey this information to the Block Captain Chair. Coordinate activities in block area.

Membership – The Membership committee is responsible for maintaining records for yearly association dues ; Contact any members who are delinquent in paying their dues ; Preparation of a new neighborhood directory on a annual basis.

Newsletter – The Newsletter committee will receive all calls and information from neighborhood members who wish to post information in the Scoop. This committee will also receive the monthly board minutes from the Secretary for publishing. The newsletter will be drafted and approved by at least 2 different board members prior to final printing. This committee will be responsible for printing and delivering the newsletter to neighborhood members with help from volunteers.

Parks & Beautification – This committee is responsible for overseeing the maintenance and improvement of the park, entrances, and island areas (through hired landscaping companies). Organize planting and cleanup days for the neighborhood and facilitate any changes that have been approved by the board.

Social – The Social committee is responsible for heading, planning and coordinating entertainments, social functions, and recreation activities our neighborhood has throughout the year. This committee will also coordinate the Lady's Night Out social event.

Welcoming – The Welcoming committee is responsible for welcoming each new family with a housewarming plant, copies of the current newsletter, Bylaws , and neighborhood directory. This committee will obtain information about the new neighbors and give this to the Newsletter committee for posting and also to the Membership committee so that the directory can be kept updated.