

# PINES OF WEKIVA

## HOA Committee Roles and Responsibilities

---

(Updated May 2010)

### **Architectural Review Committee:**

**Members:** 3, including one chairperson

**Meeting times:** As necessary

**Responsibilities:** Review all requests for changes to paint colors, construction and major landscape changes. Maintain possession of the binder containing the approved Architectural color palette. Approve/decline submissions in keeping with Pines of Wekiva HOA standards. Ensure all applications are acknowledged within 30-day turnaround time. Retains the power to appoint subcommittees and delegate functions.

### **Maintenance Committee:**

**Members:** 3, including one chairperson

**Meeting times:** As necessary

**Responsibilities:** Regularly review and advise the Board on all matters pertaining to maintenance, repair or improvement of all common areas, and other duties as the discretion of the board. Retains the power to appoint subcommittees and delegate functions.

### **Nominating Committee:**

**Members:** 3, including one chairperson

**Meeting times:** Annually at minimum

**Responsibilities:** Nominate candidates for election to the Board of Directors, depending on the vacancies to be filled. Attends a nomination meeting held by property manager and consists of no current Directors from the Board.

### **Communications (Publicity) Committee:**

**Members:** 3, including one chairperson

**Meeting times:** As necessary, quarterly at minimum

**Responsibilities:** Inform the members of all activities and functions of the association. Organize the website and newsletter functions and effectively distribute information to all association members. Provide announcements as are in the best interest of the association.

### **Covenant Compliance Committee:**

**Members:** 3, including one chairperson (current Board members ineligible)

**Meeting times:** As necessary, pending cases

**Responsibilities:** Provide recommendations to Board of Directors on issues regarding homeowner non-compliance relative to covenant restrictions and enforcement. Establish a standard schedule of fines for covenant violations and access homeowner

hardships through scheduled forums as required by statutory laws. Offer a non-confrontational opportunity in a neutral setting for homeowners to explain their side of non-compliance issues.

**Welcoming Committee:**

**Members:** 3+, including one chair person

**Meeting times:** Quarterly

**Responsibilities:** Review report of new homeowners each quarter. Establish welcoming process, including design of any package contents for delivery. Conduct meet-and-greets as regularly as possible. Address any welcoming opportunities for any association functions.

**Neighborhood Watch:**

**Members:** 3+

**Meeting times:** As needed

**Responsibilities:** Obtain crime report from City of Apopka and communicate statistics and recommendations to the Board. Organize regular watches throughout neighborhood and report suspicious activities as necessary.

**Yard-of-the-Month:**

**Members:** 3

**Meeting times:** Monthly

**Responsibilities:** Review all properties in their respective subdivision at the end of the month and award one property per subdivision based on set criteria. Install sign and forward a list of winners to property manager and communications chairperson.