

**“UNOFFICIAL”
Creekside Preserve
Committee Roles & Duties**

Architectural Review Committee

The role of the Architectural Review Committee (ARC) is to maintain property values by keeping the land and structures (private and common) within the community compliant with the covenants, conditions, and restrictions established in our governing documents.

Duties: Understand the Restrictions of the community. Review Architectural Change requests submitted to the Association by homeowners and apply the Restrictions, granting or denying the request or requesting further information from the homeowner. Typical issues are: Building Setback Information, exterior painting and roofing and submitted architectural landscaping changes.

Compliance Hearing Committee (Fining Review Committee)

When a homeowner is assessed a fine by the Board for a continuing violation, the homeowner has the right to dispute the fine and request a hearing.

If a hearing is requested, it will be held before the Hearing Committee appointed by the Board of Directors, and the alleged violator shall be given a reasonable opportunity to be heard. The Committee will make a recommendation to the Board as to whether the fine should be levied.

The Committee meets only when a hearing has been requested by a homeowner deemed to be in violation. The Committee must not include Board members.

Finance Committee (aka Budget Oversight Committee)

The primary role of the Finance Committee is to provide financial oversight for the organization. The committee will review the finances of the HOA and make recommendations to the Board. Typical tasks include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. The HOA Treasurer will sit on the Board as the Chair.

Assist the Treasurer with the duties outlined in the Bylaws.

Develop an annual operating budget with staff.

Approve the budget within the finance committee.

Monitor adherence to the budget.

Set long-range financial goals along with funding strategies to achieve them, which includes reserves.

Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.

Present all financial goals and proposals to the Board for approval.

Maintenance & Landscape Committee

The role of the Landscape Committee is to promote and preserve the established look and feel of the landscaping plan and standards of the community as it pertains to both homeowner and common property.

Duties: Review the landscaping contract to understand the current duties and costs; review RFPs for new contracts; make suggestions on ways to help our community grow even more beautiful while keeping the budget and consistent look of the community in mind.

Spirit Committee

The role of the Spirit Committee is to create and promote events and activities to enhance homeowner interaction and build an inclusive and friendly community.

Work with the Board to plan community events and activities, establishing and requesting a budget when necessary. The Spirit Committee may choose to utilize traditional (for example, a newsletter, the information boxes by the gates) or social media (e.g. a Social Facebook group) to promote community activities and neighborly interaction.

Welcome Committee

Role: Responds to the notification of a home sale or rental to deliver welcome and greetings to all new residents on behalf of the Association.

Duties: Decide on the materials new residents need to make an easy transition into the community including rules & regulations. Make appointments to visit new residents, providing the materials, answering questions, informing of HOA structure, and offering HOA committee activities and upcoming events. A small welcome gift, such as a plant is also presented.

Neighborhood Watch Committee (SAFETY IS EVERYONE'S RESPONSIBILITY)

The purpose of a Neighborhood Watch Committee is to observe and report suspicious activity to the local authorities. Note: The Neighborhood Watch Program is not intended to catch criminals, but to help make the community aware of criminal or suspicious activities.

Duties: Create a Neighborhood Watch plan to inform the community of what to watch for and how to report. Work with local law enforcement in establishing and maintaining a plan.

Covenants Committee

The covenants committee oversees the enforcement of the community's Codes, Covenants, and Restrictions (CC&Rs). Legally binding, the CC&Rs are the HOA's most important and comprehensive documents. They outline the rights of the board, association, and residents and include fee requirements, maintenance obligations, remodeling and development restrictions, and more. This committee also regularly reviews rules for accuracy and longevity and makes updates and changes as needed.

Duties: Regularly walking the property and notifying property management of property maintenance, exterior appearance, property alterations and additions, pet restriction, vehicle restriction or other covenants violations.

SPECIAL (AD HOC) COMMITTEES:

Special committees are created by the Board to perform specific tasks. One function may be to investigate a matter and to advise the Board. Another function may be to carry out a task assigned by the Board. A committee assigned to carry out a specific task is usually a small one so that its members can more easily meet and get the work done.