

COMMITTEE

COMMON RESPONSIBILITIES

- Understand the issues relative to its scope of responsibilities by communicating with the BOD and HOA membership
- Develop and manage the approved annual budget
- Develop of tactical plans
- Execute plans utilizing Project Management
- Manage BOD approved 3rd party contracts
- Provide input to long range planning

COMMITTEE

UNIQUE RESPONSIBILITIES

- **STRATEGIC PLANNING**
 - Develop, execute and maintain a long range planning process
- **ARCHITECTURE REVIEW BOARD**
 - Develop, maintain & publish construction, building & lot appearance standards.
 - Ensure new construction conforms to standards
- **FINANCE**
 - **Manage HOA finances** (AR,AP, Gen Acctng. etc.)
 - Develop annual budgets
 - Ensure conformance with legal responsibilities
- **ROADS, DRAINAGE AND LIGHTING**
 - Ensure the drainage environment is functional
 - Ensure roadways are adequately maintained
 - Ensure all lighting is operational
- **COMMUNICATION**
 - Develop and maintain a process for bi-directional communication between the BOD, Committees and its membership as well as intra community communication
 - Maintain a website, and produce a bi-annual the HOA directory with annual updates
- **GOVERNING DOCUMENTS**
 - Maintain HOA documents consistent with Fla. Statutes
 - Monitor & enforce compliance
 - Process violations and fines
- **SECURITY**
 - Maintain entry security equipment
 - Communicate with local law enforcement agencies
 - Provide leadership to the Block Captains
- **COMMON PROPERTY MAINTENANCE**
 - Maintain common area green space, vacant lots and CBS Structures consistent with HOA standards
 - Maintain irrigation systems
 - Maintain all signage