

Committee Name	<u>Executive Comm. (4 Officers) &amp; Legal</u>	<u>Maintenance Interior/Exterior</u>	<u>Budget &amp; Finance</u>
<b>Others with whom the committee must work</b>	(Manager) (Attorney) (Accountant) (Personnel) (All Committees)	(Manager) (Maint Suprv) (Engineers) (Contractors) (Budget/Finance Com)	(Manager) (Maint Suprv) (Accountant) (All Committees) <i><b>(Consists of All Comm Chairs, 12 Bldg Represents., and Members)</b></i>
<b>Primary Responsibilities</b>	Administrative Policy Movement of Money Signing of Checks Assn Problems Insurance Damage Insurance Repair Collections Sales & Lease Problems All Legal Affairs - Lawsuits & Liens Contract Review & Provisions Personnel Problems Union Liaison Village Liaison Public Relations	Input Yearly Budget Prioritizing Projects Proposals for Cost Development Scheduling for Budget <i>Provide Contractors, Suppliers, Engineers</i> <i>Checking References</i> <i>Checking Qualification</i> Adherence to Contracts Research Process Bidding Process Comparison of Bids	Input Yearly Budget Monthly Audits <i>Check Reference &amp; Qualifications of Contr &amp; Suppliers</i> Bidding Process Sealed Bids Comparison of Bids and Proposals Final Bids Yearly Outside Audit
<b>Accounting</b>	Account Assignment & Approval Invoices	Account Assignment & Approval of Invoices	Oversight of Account Assignments & Invoice Approvals
<b><u>Sub-committees of the main committee.</u></b>	<u>(3) Member Rules &amp; Regs Complaint Review</u>  <u>Annual Meeting Process &amp; Vote Tabulation</u>	<u>(3) Members for Sealed Bid Openings</u>  <u>Architectural Uniformity Policy/Watchdog</u> all exterior architectural items	<u>(3) Members for Sealed Bid Openings</u>  <u>Research for Contractor/Supplier References/Qualificatio</u>

Committee Name	<u>Landscaping &amp; Grounds</u>	<u>Sales &amp; Leases</u> Co-ordinator	<u>Insurance</u>
<b>Others with whom the committee must work</b>	(Manager) (Maint Suprv) (Arborist) (Horticulturist) (Contractor) (Budget/Finance Com)	(Manager) (Accountant) (Attorney) (Legal Committee)	(Executive Comm) (Manager) (Maint Suprv)
<b>Primary Responsibilities</b>	Input Yearly Budget Tree Inventory Tree Care Tree/Bush Replacement Sod Replacement Landscape Contractor Weekly Walkthroughs Unit Owner Problems Sprinkler System Prob <i>Provide Contractors, Suppliers</i> <i>Checking References</i> <i>Checking Qualification</i> Adherence to Contract Bidding Process Comparison of Bids	Coordinator Salary is paid from the Sales and Lease Packet Fees Rental and oversight of Assn Units Moveins & Moveouts coord with Bldg Reps Orientations Right of 1st Refusal Current Assess Letter ICPA 22 Items Answer Rules & Regs Packet billings Unit Owner files Census Info Passes,Labels, stickers Census Files Upkeep Atty/Real Estate Liaison	Yearly Budget Needs Insurance provisions Insurance quotes Insurance Coverage & Cost Comparisons Damages Insurance collections on damages <i>Checking Certificates of Insurance of Contractors</i>
<b>Accounting</b>	Account Assignment & Approval of Invoices	Account Assignment & Approval of Billing	Account Assignment & Approval Invoices
<b><u>Sub-committees of the main committee.</u></b>	<u>Garden Club</u> common area containers & bed plantings	(2) Members to do <u>Orientations</u> along with Coordinator	

Committee Name	<u>Pools &amp; Clubhouse</u>	<u>Social &amp; Newsletter</u>	<u>Rules &amp; Regulations</u>	<u>(12) Building Representatives</u>
<b>Others with whom the committee must work</b>	(Manager) (Maint Suprv)	(Manager) (All Committees)	(Executive Comm) (Manager) (Attorney)	(Manager) (Maint Suprv) (All Committees)
<b>Primary Responsibilities</b>	Yearly Budget Needs Pool Rules Opening Closing Pool Personnel Pool Passes Equipment Maint & Repair Awnings Furniture Clubhouse Rental Clubhouse Inspections Clubhouse Upkeep & Cleaning Collection and process of Census coordinate with Sales/Lease Com	Budget -Self Sufficient Trips Parties Functions Scheduling Designing Notices Posting Collection of money for Social Events	R&R Updates Problem Solving Word Processing Complaint Procedure Complaint Reviews Violation Letters Fine Collection	Yearly Budget Needs Pool Similar building complaints Weekly Building inspections for <u>Interior/Exterior Maintenance</u> Janitorial Oversight Inspections Weekly <u>Landscaping</u> Inspections <u>Rules &amp; Regulations</u> Violations Decorating Needs Monthly Posting of Minutes in Bulletin Board Posting Notices of Extra Committee Meetings
<b>Accounting</b>	Account Assignment & Approval Invoices	Account Assignment & Approval Invoices	Account Assignment & Approval Billing	Alert <u>Sales &amp; Leases</u> of units for Sale or Lease Check on move-ins and move-outs Contact Person for the buildings
<b><u>Sub-committees of the main committee.</u></b>	<u>Census Collection</u> <u>Passing out Pool Pass</u> <u>Clubhouse Renovation</u> (3) Members	<u>Newsletter</u> Editing & Publication (3) Members  <u>Newsletter</u> Collation & Distribution (12) Members	<u>(3) Member Rules &amp; Regs</u> <u>Complaint Review</u>	<u>Janitorial Oversight &amp; Review Comm.</u>  <u>Bldg Decorating Committee</u>  <u>Annual Meeting Committee</u>