

## **Committee Roles/Descriptions**

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### **Building and Planning:**

- Responsible for gathering applications for any changes to the exterior of property ie: landscaping, painting, tree removal
- In charge of approval or denial
- Keep track of all
- Keep the community informed of any pertinent information through the Webmaster

### **Grounds and Irrigation:**

- Coordinate with landscape company for common grounds maintenance
- Review what needs to be done per contract
- Keep company informed of any problems with landscaping or irrigation included in landscaping contract
- If there should be a major leak in irrigation system which is not included in the landscaping contract, committee will notify irrigation company
- Keep the community informed of any pertinent information through the Webmaster

### **Compliance:**

- Responsible for canvassing the neighborhood bi-monthly, once on own and once with Jim Markel
- Will determine which residences are out of compliance per by-laws and recommend notices to be sent
- Keep the community informed of any pertinent information through the Webmaster

**Hearing:**

- Will be responsible for dispute resolution ie; fines etc
- Meet with parties involved
- Keep the community informed of any pertinent information through the Webmaster

**Lakes:**

- Coordinate with Lakes Maintenance Companies regarding monthly maintenance and capital projects.
- Discuss what needs to be done to maintain the lakes properly
- Oversee lakes periodically and hold contractors to the requirements of the contract
- Inform community of anything pertinent to uphold healthy lakes ie; not throwing dog waste bags down storm drains, maintaining a no mow zone, etc. through the Webmaster

**Pool:**

- Work with pool maintenance company and contact them about any issues
- Assure that pool and pool area is kept up
- Key distribution to community members
- Inform if lounge chairs need to be re-strapped or replaced
- Enforce pool rules and maintain signage
- Keep the community informed of any pertinent information through the Webmaster

**Welcoming/Events:**

- Distribute community books to newcomers
- Plan community events and functions
- Act as realtor liaison, making sure that realtors have forms for sales and leases and that the forms are filled out properly
- Keep the community informed of any pertinent information through the Webmaster

**Boulevard:**

- Work in conjunction with Stoneybrook Golf and Country Club
- Represent SECA's interest and interface with the SECA Board
- Keep residents abreast of any updates through the Webmaster

**Committee Member numbers:**

Compliance: Currently 0 Need 2-3 volunteers

Welcoming/Events: Currently 5

Planning and Building: Currently 1 Need 2-3 more volunteers

Lakes: Currently 5 ( not sure if the list is accurate)

Hearing: Currently 0 Need 3 volunteers

Pool: Currently 2 Need 1 more volunteer

**All lists need to be updated and placed on the website**