



# Wesley Place Homeowners Association

## *Resident Information Package*

### Committee Responsibilities and Duties

#### ARCHITECTURAL CONTROL:

- Review and approve all changes to exterior of properties including landscaping and structural changes.
- Ensure all requests for changes are submitted in writing. Action taken by the Committee must be duly recorded in the Association's files.
- Ensure any changes to the exterior of a property remain in harmony with the rest of the neighborhood.
- Consult with the Grounds Chairperson before approving planting of any new trees, shrubs and bushes to ensure that their planting does not conflict with ongoing plans of the committee.
- Recommend changes to current policies to The Board for consideration.
- Submit monthly reports of projects to The Board for approval.

#### CLUBHOUSE:

- Ensure the clubhouse and its equipment and furnishings are in good order.
- Sponsor and organize social events for the WPHA.
- Handle reservations and arrangements for key, rules and follow-up.
- Coordinate opening and closing clubhouse with the Pool Committee for swimmers' restricted use of restroom facilities only.
- Recommend changes to current rules to The Board for consideration.
- Conduct semi-annual inventory of china, crystal and other items belonging to the WPHA. Arrange for replacement of broken and missing items.
- Submit monthly report of activities and functions to the Board.

#### FINANCE:

- Plan and prepare the annual budget to be submitted to The Board no later than the regularly scheduled July meeting each year. This budget shall be derived by:
  - Projecting revenue and expenses for the coming fiscal year,
  - Projecting relevant out-year expenses and the WPHA's ability to meet those expenses at current revenue levels
- If a shortfall in cash flow is foreseen, make recommendations to the Board to reduce expenses and/or increase available funds (i.e., fee increase, assessment, or planned borrowing).
- Provide the Board special financial analysis, explanation of financial conditions to association members.
- Ensure that the Association's monthly financial report is prepared.



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### GROUNDS:

- Ensure all grounds, including roads and common areas, entrances (except lighting) are maintained and present a favorable impression.
- Supervise, control and schedule the grounds maintenance contractor and ensure he/she performs as provided for in the contract.
- Solicit and obtain bids for grounds and tree/shrubs maintenance.
- Coordinate and supervise ground drainage problem repairs.
- Recommend changes of current policies and procedures to The Board for consideration.
- Provide input to the Architectural Control Chair concerning homeowner requests to plant new trees, shrubs or bushes.
- Submit monthly report to The Board.

### MAINTENANCE:

- Coordinate and supervise necessary repairs to exterior areas (except glass) including roof and skylight leaks (inside water damage is homeowner's responsibility), gutters and downspouts, damaged street lights, entrances, signs and their posts, etc.
- Coordinate termite control of clubhouse and pool pump house.
- Secure bids for painting and necessary pre-painting repairs from at least three qualified sources- obtain Board approval of contract.
- Inform homeowners that they are responsible for fences, garage and entrance doors and all glass surfaces. The Association will have these repairs painted or stained at no cost to the homeowner.
- Maintain a log of job order requests, their status and completion dates and costs.
- Recommend changes of current policies and procedures to The Board for consideration.
- Provide monthly report of activity at each board meeting.

### POOL:

- Determine and announce pool opening and closing dates.
- Supervise pool management and operations. Ensure health department certification is current and in order during the pool season.
- Control and issue pool gate combination changes.
- Coordinate and supervise regular pool cleaning and maintenance.
- Ensure pool area telephone is in service whenever pool is open for use.
- Coordinate use of restrooms with Clubhouse Committee.
- Recommend changes of current policies, safety rules, and procedures to The Board for consideration.
- During pool season provide monthly report of activity to The Board.



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### WELCOMING:

- Maintain and update, at least annually, the Resident Telephone Directory.
- Advise the Board as new residents move into Wesley Place.
- Send new residents a welcoming letter signed by the President and follow up with an updated "Resident's Information" book. If possible, pay an in-person visit to deliver the book and welcome the new resident(s).
- Maintain inventory of "Resident Information" books and keep them current by removing old pages and inserting new ones as changes are published.
- Advise the Board when there are only five books left so that additional copies can be made. The Association Secretary will ensure the book is updated before a new batch is printed.

### WESTLAND WEST COMMUNITY ASSOCIATION LIAISON:

- As appropriate, represent the WPHA at meetings or other planned functions concerning issues that do or could affect Wesley Place.
- Provide The Board updates on issues or plans which could affect Wesley Place and/or which might require the WPHA's direct involvement.

Updated December 2006