

# **Committee's Responsibilities**

## **Youth (Chaired by a youth)**

1. Develop a social club or activities for the kids
2. Provide feedback to the adults from a kid's perspective.

## **Communications**

1. Update membership directory every year with the assistance of Street Captains.
2. Help maintain website and promote Summer Winds through social media.
3. Assist in mailings or emails for meeting announcements.
4. Create and deliver newsletter to members.

## **Neighborhood Watch**

1. Self-explanatory

## **Covenants & Bylaws**

1. Review the covenants and bylaws to make sure they are up to date and relevant.
2. Ask members for feedback on how improvements can be made.
3. Hold this HOA accountable if we are violating the covenants or bylaws.
4. Prepare revisions to the bylaws on an annual basis to be voted on at our annual meeting.

## **Social**

1. Organize fun activities for families and adults to partake in such as: Round Robbins or Holiday events.

## **Block Party (Seasonal Committee)**

1. Plan and organize our annual block party working closely with the communication committee.

## **Sunshine Committee**

1. Welcome new residents within the first week with possible basket, information about board and access to website.
2. Send out birthday, get well, sympathy or other special occasion cards to members, if that is welcomed by them.

### **Accounting Committee**

1. Help prepare annual budget.
2. Negotiate contracts for necessary services needed by the HOA.
3. Research possible community amenities that could improve the quality of life for everyone.
4. Work closely with the Membership Dues committee to ensure that collection of dues are seamless.

### **Membership Dues**

1. Work closely with the Accounting Committee and Treasurer to establish the proper annual dues.
2. Decide on our late fee policy for dues.
3. Create a due date for annual dues and a seamless way of collecting and tracking them.

### **Street Captains**

1. Assist the Communications committee in passing messages to neighbors on your block.
2. Assist in updating the membership directory on annual basis.
3. Be approachable, you should be the first representative that a member would be willing to talk to with a concern or question.