**DRUOA Committee Administration:**

**Purpose:**

1. Benefit the community.
2. Perform essential duties.
3. Save the Condo Association money otherwise spent on contractors.
4. Assist Board members as advisors to address issues and suggest improvements.
5. Provide positive impact and leadership in the community.

**Objective:**

1. Assist Board members in addressing issues and filling a service role for the benefit of the community.
2. Gather information, assess problems, and recommend solutions to the Board.
3. Organize action events approved by the Board to benefit the community.

**Charter for Committees:**

1. Committees are charged with the mission of addressing deficits within the community, Informing the Board and arranging estimates (if needed) with approved contractors, meeting contractors and presenting the Board with recommendations for remedies.
2. Committees may volunteer and organize remedies to address community deficits by using their own personal time and skill investment with no payment for their work. A detailed work plan must be submitted to the Board stating the problem and remedy with a time frame and cost list for supplies needed to complete the task. Work done without permission of the Board and expenses incurred will not be allowed nor reimbursed.
3. Unauthorized work done by individuals or committees which violate any architectural or common area guidelines will be slated for removal by the instigator(s) of the work and a fine will be levied on the owners.
4. Committee members will apply for committee membership and will be approved for service by the Board.

**Types of Committees:**

1. Standing committees – permanent group which meet regularly to assist with ongoing tasks.
2. Ad hoc committees – formed for short-term, temporary tasks.

**Proper Committee Structure:**

1. Members range from one to five, on average, depending on the committee’s focus.
2. Members must align with the Board’s strategic priorities.
3. Members should establish a mission, a strong leader, a plan, and a clear statement of goals and responsibilities.

**Governance of a Committee:**

1. Committees with multiple members should designate tasks to members to achieve objectives.
2. A multi-member committee will benefit from the appointment of a chairperson. The chairperson sets the agenda and directs the committee meetings. The committee reports intentions and actions to the board via email or at regular board meeting.
3. Generally, a Board member serves on the committee and often serves as the chairperson, but this is not required.

**DRUOA Committees needed:**

The DRUOA Board of Directors would like to encourage owners to form the following standing committees. Owners with interests and talents in supportive skills could become an asset to the community and help to hold down increases in assessment fees.

**Architectural control committee:**

**Scope of focus**: Responsible for maintaining the community’s property values.

1. Committee members will review design applications from homeowners to determine whether they comply with the architectural guidelines stated in the governing documents. This prevents residents from installing elements which may lower the property values within the community.

**Duties and responsibilities**:

1. Become familiar with the DRUOA architectural standards set forth in the Associations documents.
2. All applications submitted for consideration by owners for improvements to their units shall be reviewed for viability in light of the standards set forth in the Association’s documents.
3. The Committee shall put forth their recommendations in writing, along with the application from the owner to the DRUOA Board of Directors for consideration and approval.

**General Landscaping and Grounds Maintenance Committee:** around buildings and parking areas:

**Scope of focus**: Responsible for tidiness and visual impact of common areas

1. Monitor the common properties of the Association on a regular basis.
2. Help ensure the common area landscapes are within the guidelines of the general POA landscaping rules and the DRUOA governing document’s requirements and are well-maintained.

**Duties and Responsibilities**:

1. The Landscaping and Grounds Committee will monitor the common areas around the buildings (all sides) plus the parking areas, determine deficits, and propose recommendations for improvements which fall within the scope of all rules and regulations of both the POA and the DRUOA requirements.
2. The Committee has the freedom to organize volunteer owner groups to accomplish general tasks (pick up trash/trim overgrowth, remove dead plants) where appropriate by seeking the permission of the Board by submitting a proposal of proposed corrections.
3. The Committee must ask for the Board’s permission to set dates and goals for such volunteer activities and the Board will broadcast the event and follow-up communications to assist in such efforts.
4. The Committee may also take charge of scheduling and reviewing bids from landscape vendors from the Board’s approved contractors list and select the best vendor for the work needed in the community which is not provided by owner/volunteers.
5. The Committee may submit recommendations for acceptance of bids to the Board.

**Center Island Landscaping and Grounds Maintenance Committee:**

**Scope of Focus:** Responsible for monitoring the center island’s over-all visual impact, tidiness, usability of the amenities, and maintaining the area for comfortable group gatherings.

1. Enhance and maintain the natural beauty of the community's Center Island common area.
2. Assist in enforcing landscaping, grounds and amenities upkeep, rules, and regulations set by the Association.
3. Promote sustainable landscaping practices, including plant propagation and health.

**Duties and Responsibilities:**

1. Conduct routine inspections of the Center Island common area to ensure compliance with all Big Canoe landscaping standards.
2. Oversee maintenance activities such as trash pick-up, approved trimming, pet station maintenance, and pest control.
3. Help enforce rules and regulations related to pets, landscaping, and ground maintenance.
4. Create, receive, and review requests for alterations or improvements from owners regarding the center island common area and present proposals to the Association for consideration.
5. Manage the implementation of approved landscaping projects from planning through completion, including budget development and managing contractor oversight.
6. Collaborate with other committees, owners, and professionals which may be impacted by the committee’s actions, to implement sustainable landscaping practices.
7. If there is interest and skill, owners may branch out to planning for sustainability through encouraging plant propagation initiatives.
8. Maintain accurate records of planned landscaping projects, maintenance activities, and communicate this to the Board along with any costs which may be proposed for approval, and which may be incurred for proposed projects before beginning any initiative.

**Hospitality Committee:** (Welcoming new owners; holiday and/or social gatherings)

**Scope of focus**: Charged with providing a positive social culture and interactions for the community.

1. Plan community events which offer the opportunity to meet neighbors and socialize.
2. Welcome new owners and provide orientation to the community.

**Duties and responsibilities**: T

1. Committee members should be owners who enjoy planning and executing social events within the scope of welcoming new owners, community get-togethers, (e.g. holiday parties, summer festivals), or other community social gatherings for fellowship.
2. Plan & arrange community get-togethers such as pot-luck-dinners in the Center Island common area.
3. When dates and agendas are planned, they must be submitted to the Board for approval. The Board will broadcast the event to the community.

**Building Captain** (A committee of one per building)

**Scope of focus**: A Building Captain is charged with inspecting their building and reporting deficits needing repair and/or possible violations to the DRUOA Board of Directors.

**Duties and responsibilities**:

1. Serve as a contact point person for owners in their building to report any needed repairs and possible violations which the Board should address.
2. Regularly inspect the outside of their building to identify structural deficits needing repair such as support timbers, pylons, walkways, stairs, and front door landings.
3. Regularly check for washer/dryer vent viability (and remind owners to clean them if needed).
4. Inspect the integrity of gutters and downspouts for proper placement, attachment, and function along with checking to see that chimney caps are properly in place or in need of attention.
5. If there are issues with parking spaces or unit access safety, the Building Captain needs to report these to the Board for Directors.
6. Care should be taken to inspect all around the foundation of the building to check for water drainage which might come from a faulty water heater or other water hazard inside the building.
7. Crawl space areas will need extra attention:
   1. Check the security of the crawl space doors to determine if they are closed and the doors are in working condition.
   2. Crawl spaces also need to be checked for any recent pest intrusion/damage.
   3. Ensure owners/tenants are not placing personal storage in the crawl space.
   4. Vents should be checked for proper placement of screening to prevent critter invasion.
   5. The area around plumbing turn-off valves should always be clear for easy access.
8. If a deficit or repair is needed immediately, a request to the board should be initiated.
9. After a general inspection, a report should be sent to the Board documenting any relevant findings. Any deficits found should be reported.
10. If there are mice bait traps around the building, the Building Captain may replenish the bait in each trap.

**Committee Membership Application**

Date:

Name:

Condo Unit number:

Phone:

Email:

Please select which committee/s you would prefer to join.

\_\_\_\_Architectural Control Committee

\_\_\_\_Landscaping & Grounds Maintenance Committee

\_\_\_\_Center Island Landscaping & Maintenance Committee

\_\_\_\_Hospitality Committee

\_\_\_\_Building Captain (one per building)

Comments:

Please forward your application to the following DRUOA Board director or the DRUOA Board Secretary: Your application will be presented to the Board, and you will be contacted regarding future committee meetings.

[shirl21@aol.com](mailto:shirl21@aol.com)

[druoasecretary@gmail.com](mailto:druoasecretary@gmail.com)