

## **DORAL WOODS HOA - COMMITTEES**

### Roles and Responsibilities

Each committee must select a chairperson; meet periodically; submit report and/or recommendation(s) to the board. If board approval is required, submit request in advance with details for board review to be included in the agenda for further discussion or approval.

**Remember: if we all do our homework, the board meeting will run smoother and faster.**

<b>1</b>	<b>FINANCE COMMITTEE</b>
	Develop annual budget; Monitor collections process; Analyze financial statements; Evaluate vendors' contracts and performance; Recommend <b>process improvements</b> .
<b>2</b>	<b>COMPLIANCE - (Consists of at least thre (3) non-board members)</b>
	Oversee the enforcement of the association's rules and regulations; Upon receipt of notification from the property manager, review the circumstance surrounding the issue; conduct an "HO's appeal" hearing; and make recommendations to the board for resolution of issues. May include referral to the Attorney or assessing fines.
<b>3</b>	<b>SECURITY COMMITTEE</b>
	Oversee the performance of vendors related to security: - Security officers; Meet with supervisor periodically. - Transponders; - Cameras; Monitor reported incidents and issues; Recommend solutions to the board.
<b>4</b>	<b>LANDSCAPE COMMITTEE</b>
	Oversee the performance of vendors as they relate to landscaping maintenance: - Landscape company - Sprinkler maintenance - Pest control - Entrance lighting Recommend measures to maintain and improve landscape-related issues; Schedule the annual tree-trimming; fertilization; etc.
<b>5</b>	<b>ARCHITECTURAL CONTROL COMMITTEE</b>
	Evaluate and recommend approval of requests for architectural modifications; Refer violations to <b>Board/Compliance Committee</b> where HO did not obtain approval/City Permit for modifications that did not meet the standards.
<b>6</b>	<b>SOCIAL</b>
	Plan special events such as Spring/Fall Get-Together; Identify and meet new neighbors; Send welcome letter
<b>7</b>	<b>REPAIRS AND MAINTENANCE COMMITTEE</b>
	Oversee the required repairs and ensure that work is satisfactorily completed. Monitor the performance of contracted services related to the maintenance of the common areas and TH roof: - Pool maintenance; - Schedule Storm drains cleaning; - Janitorial services; - Community street lights;