

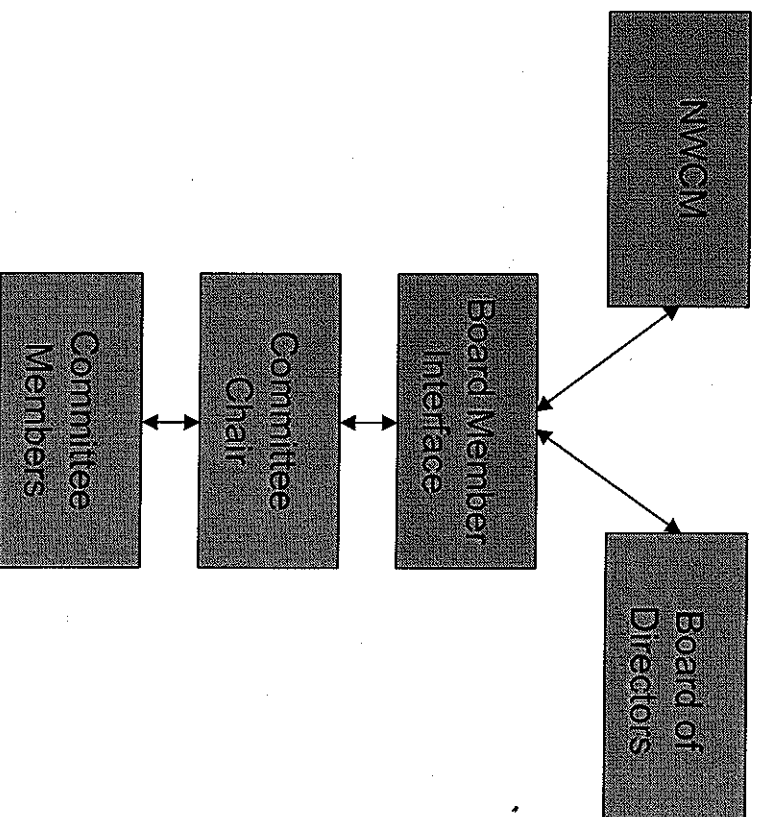
Arbor Roses Board of Directors

Sub-committee communication and functions

December 5, 2008

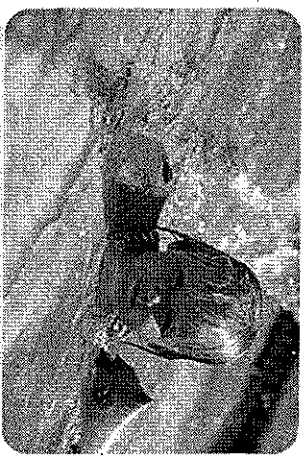
Sub-Committee Communications

1. Committees act in an advisory capacity to the Board
2. Communications should flow to and from the committees through the assigned Board Member Interface unless it is an emergency situation



Pool Committee

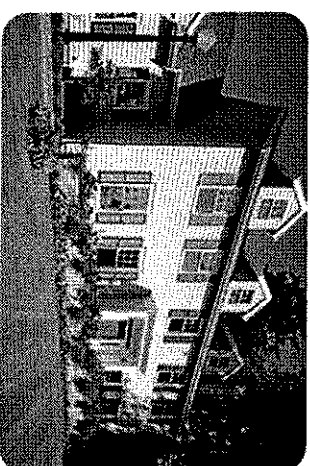
Board Member Interface: Rob & Theresa Mahar



- Responsibilities:
 - Perform chemical checks of the water in the regular pool, wading pool, and spa every 4-hours when Pool Supervisor is unavailable
 - Record chemical check results on the official Washington County form
 - Regularly inspect pool furniture and safety equipment for damages and either repair damages or report damages to the Board
 - Spray wasp nests in the pool area when necessary
 - Assist with the hiring of and management of pool supervisors
 - Replace light bulbs in the pool area and clubhouse restrooms when necessary
 - Notify Board Member Interface when additional supplies are needed (e.g. chemical testing supplies, wasp spray, light bulbs, etc.)
 - Meet to discuss any problems/concerns
 - Report any problems and communicate with Board Member Interface

Architectural Review Committee

Board Member Interface: Marlene



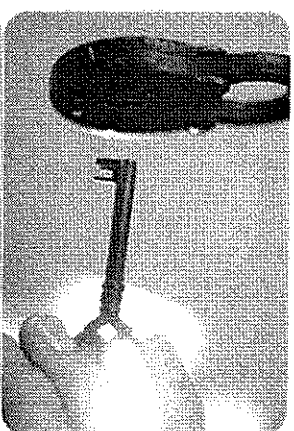
- Responsibilities:
 - Ensure all ARC members are acting in the best interest of the community
 - Forward all ARC issues to the BOD for review
 - Recommend nomination of new members to committee
 - Recommend removal of members for abuse of position
 - Limit ARC meetings to an “as needed” schedule
 - Ensure clubhouse is reserved, open and available for meetings
 - Sit in on all ARC meeting to ensure fair and impartial judgment is being exhibited at all times
 - Arrange for neighbor to neighbor communications for ARC reminders and requests for compliance

Neighborhood Watch Committee

Board Member Interface: Jim & Greg

Responsibilities:

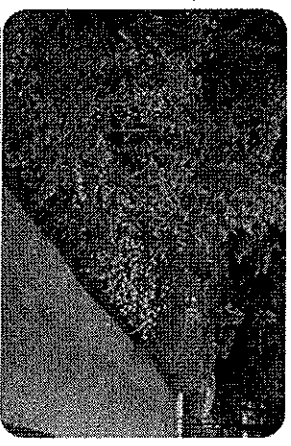
- Lead Coordinator and Block Captains are liaisons between the AR-NWP, Arbor Roses Residents, and the police department
- Block Captains help organize residents in their assigned grid numbers to solve problems and improve their streets/neighborhood Email/Distribute Neighborhood Crime Alerts, Incident Reports, Safety Tips, and other concerns that are related to residents.
- Email/Distribute Police Department Bulletins, Neighborhood Calls for Service Reports (CFSR), City Alerts, and Neighborhood Watch News Letters as provided
- Advise residents on Personal Safety and Crime Awareness issues
- Advise residents how and when to contact the police
- Instruct residents on how to recognize and report suspicious activity to the police
- Communicate with Board Member Interfaces



Landscape Committee

Board Member Interface: Greg

- Responsibilities:
 - Inspect landscaping on a regular basis
 - Make recommendations for new plantings or landscape treatments
 - Communicate with Board Member Interface
 - Meet to discuss problems/concerns Organize cleanup activities
 - Ensure dogi bag stations are refilled
 - Promote ideas to improve or maintain communities appearance

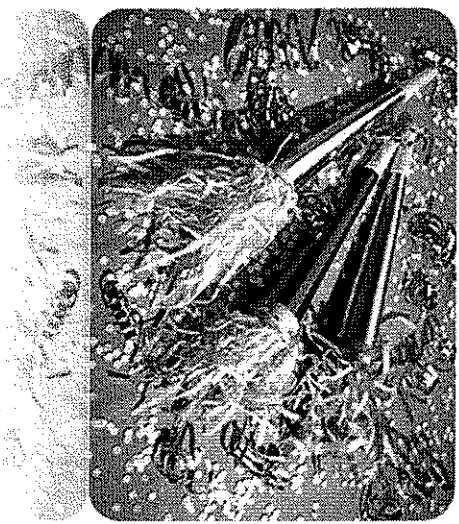


Social Committee

Board Member Interface: Tracy

- Responsibilities:

- Encourage scheduling of community events
- Assist Social Committee Chair with scheduling of events and seeking HOA funding
- Main point of communication from BOD to committee





Clubhouse Committee

Primary Board Contact: Rob & Theresa Mahar

- Responsibilities:
 - Inspect the clubhouse after clubhouse rentals have commenced
 - Communicate clubhouse inspection findings to NWCM
 - Meet to discuss problems/concerns
 - Create/maintain an operational guide for the clubhouse
 - Ensure HVAC filters are replaced every 6 months

Due to clubhouse access requirements, Clubhouse Committee responsibilities are performed by the Board of Directors.



Website and Newsletter Board

Member Interface: Tracy

- Responsibilities
 - Request input from committees and BOD for both newsletter and website updates
 - Edit all input as necessary to fit into allotted space
 - Create pleasing and resourceful newsletters
 - Submit website updates monthly one week prior to the first of the month
 - Have newsletter printed and delivered to NWCM no later than the 10th of the month prior to month of expected mailings. (November 10th for a December mailing).