

STONEBROOKE VILLAGE COMMITTEES

CURRENT COMMITTEES

- **Budget and Finance** – reviews the preliminary budget and conducts public hearings on the proposed budget; reviews financial report and procedures; makes recommendations to the board on financial guidelines and spending
- **Building Maintenance** – is composed of Clubhouse, Pool, and Exterior Maintenance committees
 - **Clubhouse** – provides a contact for rules, regulations, and responsibilities for owners who reserve a date for use of the clubhouse; inspects before and after the event; authorizes refunds for reservations if the clubhouse is left in equal or better shape than before the event; provides timely information regarding clubhouse functions and party reservations to the communications committee; directs janitorial service for the clubhouse; sees that internal clubhouse lights are functional; sees that clubhouse repairs are done.
 - **Library** – adds items to the library; ensures books, puzzles, games, etc. in the library are kept neat and orderly; makes recommendations to the Clubhouse committee on library needs
 - **Pool** – acts as the contact for pool care service; makes arrangements for opening and closing of pool; sees that the pool signs are posted and accurate when the pool is open; ensures that umbrellas, chairs, and the grill are available and in good repair
 - **Exterior Maintenance** – checks unit exteriors for signs of problems; responds to resident requests to investigate internal problems caused by something external to the building (leak in roof, problem with shared water pipe, etc.) suggests maintenance items such as caulking, spot painting, gutter cleaning, window washing, etc; keeps records on what maintenance items have been performed on what units and when; informs the board of approaching need for major cost items such as new roofs, gutters, or paint for a group of units
- **Communications** – is composed of Newsletter, Residents List, Sunshine, and Calling Tree committees; acts as first level of contact for emergencies (medical, weather, etc.)
 - **Calling Tree** – acts as second level of contact for emergencies (medical, weather, etc.); distributes information to all residents through a calling tree; distributes written information as requested by the board; checks on residents within their assigned units when requested by the board; reports unusual occurrences to board
 - **Newsletter** – advises and assists in keeping the community informed of all activities of the association by preparing a monthly newsletter; arranges publicity for community events
 - **Meet Your Neighbor** – interviews residents and prepares feature articles for the newsletter
 - **Residents List** – publishes a community directory on a quarterly or as needed basis

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- **Scrapbook** – keeps a scrapbook of community activities and residents
- **Sunshine** – coordinates food delivery for shut-ins and bereaved as appropriate; distributes get well and sympathy cards
 - **Newcomers** – welcomes and informs new residents about the association; distributes newcomer packages
- **Covenants and Rules** – walks the property noting infractions of the published rules and regulations; instructs management group to send “Friendly Reminders” for first offenders; presents proof of ongoing infractions to the board for additional action; makes recommendations to the board in regulating the external design, appearance, use, and maintenance of the common elements
- **Grounds Maintenance** – is composed of Landscape and Irrigation, Lights, and Entrance Way Committees
 - **Landscape and Irrigation** – acts as contact for the landscaping company; offers suggestions on external design, appearance, and use of common grounds; oversees the irrigation system performance and watering schedule; makes recommendations to the board on flowers to be used for seasonal color
 - **Lights** – ensures that exterior lighting on common areas are operable
 - **Entrance Way** – coordinates with Hedgerose maintenance and owner to ensure that signs, lights, etc. on the easement area giving Stonebrooke Village access to Stilesboro Road are maintained
- **Safety and Security** – identifies safety hazards; develops programs for promoting the safety and security of the community; maintains an emergency plan; sees that clubhouse is stocked with emergency supplies; acts as an interface with CERT; keeps records of those who have received CERT training; sets up clubhouse “headquarters” in case of an actual emergency and activates teams as outlined in the emergency plan
- **Social and Recreation** – is composed of Social and Recreation committees
 - **Social** – develops social programs that are responsive to the community needs; sees that social activity signs are updated, displayed, and returned as appropriate; sees that the clubhouse is furnished with items necessary for social activities such as coffee and doughnuts, social and supper, pot luck, ladies’ lunch, men’s fellowship, special events, etc.; posts information about social events on the bulletin board; provides information on social events to the communications committee on a timely basis; sees that hosts and setup people are identified and perform their volunteer duties
 - **Recreation** – develops recreational programs for various interest groups such as game time, men’s fellowship, pool parties, special interest activities (hobbies), and crafts; provides information on recreational events to the communications committee on a timely basis