

# STONEBROOKE VILLAGE COMMITTEES, DUTIES, AND CHAIRS

THE FOLLOWING IS A LIST OF COMMITTEES, DUTIES, AND CHAIRS:

- **Clubhouse Operation** covers maintenance of the Clubhouse Building, Library, Pool, and Gym as well as Rentals of the Clubhouse to Homeowners (Barbara Teague, Chair)
  - **Clubhouse Maintenance** (contact Barbara Teague)
    1. Directs janitorial service for the clubhouse
    2. Sees that clubhouse lights and fans are functional
    3. Sees that clubhouse repairs are done
    4. Inspects before and after the event
    5. Authorizes refunds for the reservations if the clubhouse is left in equal or better condition than before the event
  - **Clubhouse Reservations** (contact Eileen Juliano)
    1. Provides a contact for rules, regulations, responsibilities as well as keeping track of reservations and payment for owners who reserve a date for the use of the clubhouse
    2. Provides timely information regarding the clubhouse functions and party reservations to the social committee
  - **Library** (contact Liz McGuire)
    1. Adds and eliminates items in the library
    2. Ensures books, puzzles and games in the library are kept neat and orderly
    3. Makes recommendations to the Board on library needs
  - **Pool** (contact Barbara Teague)
    1. Acts as the contact for pool care service
    2. Makes arrangements for opening and closing the pool
    3. Sees that the pool signs are posted and accurate when the pool is open
    4. Ensures that umbrellas, chairs, and the grill are available and in good repair
  - **Gym** (contact Barbara Teague)
    1. Acts as the contact for Gym maintenance service
    2. Arranges for the annual maintenance inspection
    3. Arranges for repair of any faulty equipment
- **Communications** (Joanne Shaw, Chair and members Marlene Jay, Diane Bynum, Linda Sorber, Alice Kuzniak, Liz McGuire, Freida Penick)
  - **E-mail List and Announcements** for ad hoc items that residents should be made aware (contact Marlene Jay)

# STONEBROOKE VILLAGE

## COMMITTEES, DUTIES, AND CHAIRS

- **Newcomers** welcomes and informs new residents about the community and distributes a newcomers' book with pertinent information ([contact Diane Bynum and Linda Sorber](#))
- **Newsletter** is published monthly. It advises and assists in keeping the community informed of all activities and issues of importance to the residents; arranges publicity for community events ([contact Alice Kuzniak](#))
  1. **Meet Your Neighbor** is a Newsletter feature showcasing residents ([contact Alice Kuzniak](#))
- **Residents List** is a community directory published on a quarterly or as needed basis ([contact Joanne Shaw](#))
- **Scrapbook** an ongoing record of community activities and residents ([contact Liz McGuire](#))
- **Sunshine** coordinates food delivery for shut-ins and bereaved as appropriate; distributes get well and sympathy cards ([contact Freida Penick](#))
- **Website** easily assessable information for and about the community found on the internet at [www.stonebrookevillage.com](http://www.stonebrookevillage.com)). ([contact Alice Kuzniak](#))
- **Covenant and Rules** ([Ken Oz, Chair -- Dave Coonfield and rest of HOA Board, members](#))
  - Requires regular walks of the property noting infractions to the published rules and regulation
  - Instruct the Board Secretary to send "Friendly Reminders" for first offenders
  - Presents proof of ongoing infractions for additional action
  - Makes recommendations in regulating the external design, appearance, use and maintenance of the common elements
- **Exterior Maintenance** ([Dave Coonfield, Chair and Ken Oz, Member](#))
  - Check unit exteriors for signs of problems
  - Respond to resident requests to investigate internal problems caused by something external to the building (leak in roof, problem with shared water pipe, etc.)
  - Suggest maintenance items such as caulking, spot painting, gutter cleaning, window washing, etc.
  - Keep records on what maintenance items have been performed on which units and when
  - Inform the Board of approaching need for major cost items such as new roofs, gutters, or paint for more than a single unit

# STONEBROOKE VILLAGE COMMITTEES, DUTIES, AND CHAIRS

- **Grounds Maintenance** is composed of Entrance Way, Irrigation, Landscaping, and Lighting ([Dave Coonfield, chair](#) and [Ken Oz, member](#))
  - **Entrance Way** requires coordination with Hedgerose maintenance and owner to ensure that signs, lights, etc. on the easement area giving Stonebrooke Village access to Stilesboro Road are maintained.
  - **Fire Ant Control** responsibilities include walking the grounds around the buildings and spraying ant killer on any ant mounds seen
  - **Irrigation** responsibilities include acting as a contact for the irrigation maintenance company, overseeing the well, the sprinkler system, and the watering schedule
  - **Landscape** responsibilities include acting as a contact for the landscaping company, offering suggestions on exterior design, appearance, and use of common grounds, and making recommendations to the Board on flowers to be used seasonally
  - **Lighting** responsibilities include ensuring that exterior lighting on common areas is operable
- **Social And Recreation Committee** ([Karen Oz and Nancy Kiltie, Co-chairs](#))
  - **Social Committee** ([Shirley Tuttle, Melba Hentges, Gloria Shoemaker, and Joanne Shaw, members](#))
    1. Sees that social activity signs are updated, displayed, and returned as appropriate
    2. Sees that the clubhouse is furnished with items necessary for social activities such as coffee and paper goods ([contact Beverly Clark](#))
    3. Posts information about social events to the newsletter on a timely basis ([contact Joanne Shaw](#))
    4. Sees that hosts and setup people are identified and perform their volunteer duties
  - **Recreation** ([each activity is handled by a hostess](#))
    1. Bridge is currently on hiatus but if anyone is interested the [hostess is Eileen Juliano](#)
    2. Book Club meets once a month ([Liz McGuire, hostess](#))
    3. Hand and Foot Canasta is played twice a week ([Freida Penick, hostess](#))
    4. Mahjong is played twice a week ([Ann Jones, hostess](#))
    5. Senior aerobics (Clubhouse Winter/ Pool Summer) are currently on hiatus but if anyone is interested the [hostess is Barbara Teague](#)