

POOL COMMITTEE JOB DISCRIPTION

- 1. INSPECT POOL FURNITURE ON A WEEKLY BASIS FOR DAMAGE, OR MISSING CHAIR GUIDES.**
- 2. INSPECT ALL UMBRELLAS WEEKLY.**
- 3. ANY DAMAGED FURNITURE, STORE BY PARKING LOT GATE AREA NEXT TO CLUB HOUSE AND NOTIFY H.C. OFFICE.**
- 4. VISUAL INSPECTION OF POOL AND SPA DECKING LOOKING FOR LOOSE OR MISSING PAVERS WEEKLY.**
- 5. ESTABLISH A BOARD LIAISON PERSON (APPOINTED BY BOARD PRESIDENT).**

LANDSCAPE COMMITTEE JOB DISCRIPTION

- 1. CHECK ALL COMMON AREA LANDSCAPING MONTHLY. CHECK FOR MOLD, DEAD PLANTS, PROPER TRIMMING OF SHRUBS, PROPER GROUND COVER, AND BAD GRASS AREAS.**
- 2. REPORT TO THE BOARD ANY AREAS THAT NEED ATTENTION, ALONG WITH THE COMMITTEE RECOMMENDATIONS.**
- 3. DEVELOP A LONG RANGE PLAN FOR LANDSCAPE ADDITIONS AND OR REWORKING OF EXISTING COMMON AREAS (ANNUALY).**
- 4. DEVELOP A BUDGET TO PRESENT TO THE MASTER BOARD AND THE ARC BOARD EACH OCTOBER TO BE REVIEWED, SHOWING PROPOSED LINE ITEM PLANTINGS, CHANGES, OR ADDITIONS TO EXISTING LANDSCAPE IN THE COMMON AREAS, FOR APPROVIAL TO THE YEARLY BUDGET.**
- 5. ONCE THE MASTER BOARD APPROVES THE BUDGET, THE LANDSCAPE COMMITTEE WILL HAVE THE ATHOURITY TO PROCEED WITH THE PLAN, UNINCUMBERED BY ANY OTHER COMMITTEE AND ANSWER ONLY TO THE MASTER BOARD.**
- 6. AUDIT THE LANDSCAPE CONTRACTOR AND THE QUALITY OF THEIR WORK. (QUARTERLY).**
- 7. WORK WITH CONTRACTOR TO DETERMINE THE BEST APPROACH TO CORRECT PROBLEM AREAS.**
- 8. ESTABLISH A BOARD LIAISON PERSON. (APPOINTED BY THE BOARD PRESIDENT).**

SHUFFLE BOARD COMMITTEE

- 1. DEVELOPE A MAINTENANCE AGENDA TO PREP COURTS FOR THE UPCOMMING SEASON.**
- 2. GIVE LINE ITEM LIST OF NECESSARY REPAIRS WELL IN ADVANCE OF THE SHUFFLE BOARD SEASON, TO THE MASTER BOARD FOR APPROVIAL.**
- 3. SET TIME TABLE FOR THIS PRE MAINTENANCE WORK, IF ANY.**
- 4. ESTABLISH A BOARD LIAISON PERSON. (APPOINTED BY BOARD PRESIDENT).**

BOCCE BALL COMMITTEE

CONTRACTORS MAINTENANCE REQUIREMENTS:

1. ADD ADDITIONAL COURT TURF MATERIAL AS NEEDED PRIOR TO START OF BOCCE SEASON. (JANUARY 1ST.)
2. WEED AREAS AROUND BOTH COURTS AND ALONG SIDEWALKS AS NEEDED ALL SEASON.
3. ROLL COURTS PRIOR TO START OF SEASON (JANUARY 1ST.) AND AS NEEDED DURING THE BOCCE SEASON.

WEEKLY COURT PREPERATIONS BY COMMITTEE MEMBERS:

1. BRUSH OR SCRAPE THE AREA IN FRONT OF THE FOUL LINES AT BOTH ENDS OF EACH COURT.
2. WATER BOCCE COURTS EVERY FRIDAY UNLESS IT RAINS.
3. ESTABLISH A BOARD LIAISON PERSON. (APPOINTED BY BOARD PRESIDENT).

ARCHITECTURAL REVIEW COMMITTEE

- 1. THE ARC JOB DESCRIPTION IS PREDICATED BY PAGES 22 AND 23 OF THE HERITAGE COVE MASTER- DECLARATION, AND PAGE 15 OF THE HERITAGE COVE BI-LAWS. THESE CAN BE FOUND ON THE HERITAGE COVE WEB PAGE.**
- 2. THE ARC IS REQUIRED TO MEET ONE TIME EACH MONTH FOR REVIEW OF ANY REQUESTS SUBMITTED IN WRITNG FOR CHANGES OR ADD ONS.**
- 3. UPON REVIEW THE ARC WILL APPROVE OR DISAPPROVE EACH REQUEST, OR ASK FOR FURTHER INFORMATION PRIOR TO MAKING A DECISION.**
- 4. ESTABLISH A BOARD LIAISON PERSON. (APPOINTED BY THE PRESIDENT).**

CODE ENFORCEMENT COMMITTEE

- 1. THE PURPOSE OF THE CODE ENFORCEMENT COMMITTEE IS TO INVESTIGATE ANY VIOLATIONS OF THE HERITAGE COVE MASTER - DECLARATION, OR HERITAGE COVE BY-LAWS, AS DIRECTED BY THE MASTER BOARD.**
- 2. AFTER PROPER INVESTIGATION THE CHAIR PERSON WILL PROVIDE A WRITTEN REPORT TO THE SECRETARY AND PRESIDENT OF THE HERITAGE COVE MASTER BOARD, FOR A DECISION ON HOW TO PROCEED TO CORRECT ANY AND ALL VIOLATIONS.**
- 3. ESTABLISH A BOARD LIAISON. (APPOINTED BY THE PRESIDENT).**

TENNIS COMMITTEE

- 1. ENSURE THAT THE TENNIS COURTS AND SUROUNDING AREAS ARE KEPT CLEAN, SWEEP, AND ORDERLY.**
- 2. BRING TO THE ATTENTION OF THE MASTER BOARD TENNIS LIAISON, OR THE PROPERTY MANAGER WHEN THE COURTS NEED TO BE RESURFACED OR REPAIRED, INORDER FOR THE APPROPRIATE PERSON TO GET BIDS FOR THE WORK TO BE DONE IN A TIMELY FASHION.**
- 3. SUBMIT PROPOSALS TO THE MASTER BOARD FOR MONIES TO BE ALLOCATED FOR THE UPKEEP OF THE TENNIS EQUIPMENT, SUCH AS THE STORAGE CABINET, OR OTHER NECESSITIES NOT COVERED IN THE EXISTING CONTRACT.**
- 4. MAKE SURE THAT THE APPROPRIATE PERSONS ARE PLAYING ON THE TENNIS COURTS, WHICH WOULD BE: 1. RESIDENCE OF HERITAGE COVE. 2. GUEST OF HERITAGE COVE RESIDENCE. 3. HERITAGE COVE LEAGUE TEAM MEMBERS. 4. PLAYING FRIENDS OF HERITAGE COVE RESIDENCE.**
- 5. BRING TO THE ATTENTION OF THE MASTER BOARD LIAISON, OR THE PROPERTY MANAGER WHEN THE TENNIS COURTS OR ACCESSORIES, CHAIRS, TABLES, AND BENCHES ARE IN NEED OF REPAIR OR REPLACEMENT.**
- 6. ESTABLISH A BOARD LIAISON. (APPOINTED BY THE PRESIDENT).**

CHANNEL 195 COMMITTEE JOB DESCRIPTION

- 1. Install DSI Elite 2000 software on home computer and become familiar with the software and capabilities.**
- 2. Agree to be primary support for several groups within Heritage Cove who require information postings on Channel 195.**
- 3. Agree to provide backup services to other committee members.**
- 4. Content for Channel 195 and scheduling information is at the discretion of the committee who will make content decisions as necessary for posting on Channel 195.**
- 5. Utilizing information provided by those authorized (board members, property manager, group or committee interfaces or residents), create screens with artistic features, modifying content where necessary with space and readability considerations.**
- 6. Email completed screen content, including photos and/or clipart, to the Channel 195 email account.**
- 7. On the dedicated computer in the clubhouse computer room, access emails, save content to home DSI system, and utilizing the scheduling feature, activate screens as appropriate for the time period requested and length of display as needed.**
- 8. Save hard copy of completed request as an audit trail of information for a period of 90 days in the desk drawer under the “home” computer.**
- 9. Periodic cleanup of pages in the master files is to occur and be coordinated among the full committee membership. Periodic email cleanup should occur by each committee member for messages they sent to the Channel 195 account.**
- 10. All updates to the software will be approved, communicated and coordinated by the board established community computer repair person.**
- 11. Establish a board liaison. (Appointed by the president).**

HERITAGE COVE SOCIAL COMMITTEE JOB DESCRIPTION

- 1. THE HERITAGE COVE SOCIAL COMMITTEE IS AN INDEPENDENT FUNCTIONING COMMITTEE UNDER THE AEGIS OF THE MASTER BOARD. THE COMMITTEE WILL BE ON A SELF-SUSTAINING BASIS.**
- 2. THE MASTER BOAD APPOINTS THE COMMITTEE CHAIR PERSON, THE CHAIR PERSON APPOINTS COMMITTEE MEMBERS.**
- 3. THE COMMITTEE SHALL CREATE AN ACTIVE, OPEN COMMUNITY SPIRIT THROUGH IMPLEMENTATION OF SOCIAL ACTIVITES SUCH AS ENTERTAINMENT, MEALS, AND SOCIAL ACTIVITIES.**
- 4. THE COMMITTEE SHALL PROVIDE A WIDE RANGE OF SOCIAL ACTIVITIES AND INVOLVE ALL VOLUNTEERS WHO SIGN UP FOR EVENTS.**
- 5. THE COMMITTEE SHALL ESTABLISH AN AGENDA OF ANNUAL EVENTS.**
- 6. THE COMMITTEE CHAIR PERSON SHALL BE RESPONCIBLE FOR SCHEDULING THE COMMUNITY ROOM IN THE CLUB HOUSE. ALL SOCIAL COMMITTEE EVENTS SHALL TAKE PRIORITY OVER ANY OTHER EVENTS SCHEDULED, SUCH AS CARDS, GAMES, AND OTHER SOCIALS. MASTER BOARD, HOMEOWNERS, AND CONDOMINIUM ASSOCIATIONS MEETINGS SHALL HAVE PRIOROTY OVER SOCIAL COMMITTEE EVENTS.**
- 7. THE COMMITTEE SHALL HAVE FULL AUTHORITY TO CONDUCT ACTIVITIES THEY DEEM APPROPRIATE, IN ANY FORMAT, AT ANY TIME, AT ANY COST TO THE PARTICIPANTS, SUBJECT ONLY TO LEGALITIES AND THE AVAILABLE FACILITIES.**
- 8. THE COMMITTEE SHALL HAVE THE AUTHORITY TO SPEND, WITHOUT LIMIT, ANY AMOUNT NEEDED FOR SOCIALY RELATED FUNCTIONS (I.E. DANCES, DINNERS, BREAKFASTS, ECT.). ANY ITEM IT WISHES TO PURCHASE, OUTSIDE OF SOCIALY RELATED FUNCTIONS, MUST BE APPROVED BY THE MASTER BOARD OF DIRECTORS PRIOR TO PURCHASING.**
- 9. THE TREASURER SHALL BE RESPONSIBLE FOR MAINTAINING A CHECKING ACCOUNT FOR THE COMMITTEE. ALL MEMBERS OF THE COMMITTEE MAY HAVE SIGNATORY AUTHORITY FOR THE CHECKING ACCOUNT.**
- 10. THE TREASURER SHALL SUBMIT A FINANCIAL REPORT, IN THE APPROPRIATE FORMAT, TO THE MANAGEMENT COMPANY FOR INCLUSION IN THE ASSOCIATION'S MONTHLY FINANCIAL REPORT. THE DAY OF EACH MONTH THAT IS REQUIRED SHALL BE DETERMINED BETWEEN THE SOCIAL COMMITTEE AND THE MANAGEMENT COMPANY.**
- 11. THE MASTER BOARD FROM TIME TO TIME MIGHT SUGGEST TO THE SOCIAL COMMITTEE THAT THEY HELP WITH OTHER PROJECTS THAT WILL ENHANCE THE COMMUNITY SOCIALY.**
- 12. ESTABLISH A BOARD LIAISON. (APPOINTED BY THE PRESIDENT).**

MAINTENANCE COMMITTEE JOB DESCRIPTION

- 1. BASIC KNOWLEDGE OF PLUMBING, ELECTRICAL, AND OTHER SMALL HANDYMAN REPAIRS & SERVICES.**
- 2. PROVIDE COUNSEL TO THE HERITAGE COVE MASTER BOARD.**
- 3. PROVIDE OVERSIGHT OF LARGER MAINTENANCE PROJECTS.**
- 4. COMMUNICATE WITH THE MASTER BOARD AND THE PROPERTY MANAGER.**
- 5. FULL TIME RESIDENTS ARE BEST SUITED FOR THIS COMMITTEE, BUT NOT REQUIRED. (WE CAN USE ANY AND ALL HELP).**
- 6. ESTABLISH A BOARD LIAISON. (APPOINTED BY THE PRESIDENT)**

POND COMMITTEE JOB DISCRIPTION

- 1. KEEP IN CONTACT WITH THE POND MAINTENANCE SUPPLIER.**
- 2. REVIEW AND DISCUSS POND REPORTS WITH HERITAGE COVE PROPERTY MANAGER.**
- 3. RECOMMEND POND INITIATIVES TO THE HERITAGE COVE BOARD OF DIRECTORS.**
- 4. PRESENT APPROPRIATE FUNDING REQUESTS FOR MASTER BOARD APPROVAL.**
- 5. COORDINATE POSTING OF POND UPDATES ON CHANNEL 195 AS NEEDED. WORK THROUGH ANDY LONDON AND CHANNEL 195 COMMITTEE.**
- 6. ESTABLISH A BOARD LIAISON. (APPOINTED BY THE PRESIDENT).**

EXERCISE FACILITY COMMITTEE JOB DESCRIPTION

PRIMARY MISSION AND GOAL:

PROVIDE OVERSIGHT OF THE HERITAGE COVE EXERCISE FACILITY TO ENSURE THAT THE RESIDENCE AND REGISTERED GUESTS HAVE ACCESS TO USE THE EXERCISE EQUIPMENT IN A SAFE, CONVENIENT AND COMFORTABLE ENVIROMENT. THIS PREMISE IS BASED ON THE ASSUMPTION THAT RESIDENCE WILL HEED THE RULES AND REGULATIONS POSTED IN THE EXERCISE FACILITY TO MAINTAIN A SAFE, EQUITABLE, AND FRIENDLY WORKOUT ENVIROMENT.

RESPONSIBILITIES OF THE COMMITTEE MEMBERS:

- 1. MONITOR AND REVIEW OVERALL OPERATIONAL CONDITION OF EQUIPMENT AND FACILITIES, MAKE RECOMMENDATIONS TO OFFICE MANAGER, FOR MAINTENANCE, REPAIR, OR REPLACEMENT OF EQUIPMENT, WHEN APPROPRIATE.**
- 2. EVALUATE NEED FOR NEW EQUIPMENT, SERVICES AND SUBMIT WRITTEN REQUESTS WITH BUDGETARY INFORMATION DIRECTLY TO THE MASTER BOARD.**
- 3. MONITOR OVERSIGHT OF THE FACILITY USAGE AND REPORT ANY ISSUES OR CONCERNS, INVOLVING PATRON BEHAVIOR REQUIRING ACTION, TO THE HERITAGE COVE OFFICE MANAGER.**
- 4. CONTINUOUS REVIEW OF FACILITY REGULATIONS AND RULES, TO ENHANCE SAFETY, CONVENIENCE, AND QUALITY, FOR THE RESIDENCE AND GUESTS OF THE HERITAGE COVE COMMUNITY.**
- 5. ESTABLISH A BOARD LIAISON. (APPOINTED BY THE PRESIDENT).**