

### **McEver Woods HOA Committees**

The strength of a homeowner association lies in the effective volunteer efforts of its residents. While the board is elected to oversee the overall operations of the HOA, Committees help by focusing on specific tasks assigned by the Board. It is a way to have more residents involved in the operations of the HOA.

- The purpose of a committee is to assist and advise the Board in a given area of responsibility.
- A committee should consist of two or more residents which may include a Board member as a Board liaison. The Board president typically appoints the committee chairman. The chairman is the spokesperson for that committee.
- Each committee should be provided a clear job description by the Board that outlines expectations. A committee must obtain specific authority from the Board to deal with any matter outside its job description.
- A committee cannot make policies or rules but may recommend a policy or rule to the Board. Recommendations should be in writing and supported by credible research so that the Board can make informed decisions.
- Committees should meet as appropriate to their assignment. The meetings should take place at a time, place and discretion of the committee. A designated person on the committee should take minutes so that the committee has a record of what was accomplished to date or planned for the future. Committee meetings do not need to be announced to or open to the members.
- Committee reports should be prepared and delivered to the Board at least one week prior to the HOA meeting. Committees should prepare their own reports. HOA meeting agendas should provide time for committee reports.

The McEver Woods HOA has established four committees in which are always in need of volunteers. Since we have a smaller community, the time commitment of the committees is minimal.

#### **1. Architectural Review Committee**

The McEver Woods Architectural Review Committee works with the Board to interpret and enforce our protective covenants. This committee reviews external design, appearance and specifications of new home construction (when that happens) and certain improvements on existing properties within our subdivision. The purpose of this committee is to preserve and promote the attractiveness of the community by enforcing the covenants.

#### **2. Landscape/Beautification Committee**

The McEver Woods Landscape/Beautification Committee serves as the “eyes” of the community and is responsible for the beautification and maintenance of the community common areas and visual ascetics of our whole community. This committee is responsible for reminding members that their landscaping needs attention. The committee also makes recommendations on long and short-term improvements, seasonal flowers and general maintenance. This committee decides on the “Yard-of-the-Month” and holiday decorating contest winner.

#### **3. Safety & Crime Watch Committee**

The McEver Woods Safety & Crime Watch Committee will work with the neighborhood watch program through the local Kennesaw police department to help prevent crime and communicate safety concerns that arise in our neighborhood. This committee will help maintain the safety of our neighborhood as well as protect the personal property of the residents. The Safety & Crime Watch committee is based on information sharing, and is not a substitute for the police.

#### **4. Pool Committee**

The McEver Woods Pool Committee is a group of residents who will work together to routinely review the maintenance and operation of the pool, to help enforce pool rules, maintain the cleanliness of the common pool area and just offer a safe, fun, and enjoyable pool experience for the community.

If you are at all interested in volunteering a little bit of time to help make a huge difference in our community, please contact an HOA Board member for a quick informational meeting.