



## COMMITTEE OVERVIEWS

### COMMUNICATION AND WELCOME COMMITTEE

- Post Branderwood newsletters to Facebook.
- Post neighborhood alerts and other information pertaining to Branderwood on Facebook as needed.
- Identify and assign a webmaster to update and maintain [branderwood.org](http://branderwood.org)
- Review and follow the guideline for Branderwood HOA Committees.
- Report to the board bi-monthly for the meetings and management company as needed.
- Welcome each new homeowner within 45 days of moving into our community.
- Provide the new homeowner contact information for the management office.
- Present them with a current newsletter.
- Review and follow the guideline for Branderwood HOA Committees.

### SOCIAL COMMITTEE

- Planning Easter hunt, summer and winter social.
- Other social events such as watermelon party in July/August.
- Securing all vendors for summer social.
- Securing location for winter social.
- Remain within the budget guidelines. Request for additional fund can be considered by request.
- Report to the board bi-monthly for the meetings and management company as needed.
- Review and follow the guideline for Branderwood HOA Committees.

## ARC, BEAUTIFICATION AND LANDSCAPE BEAUTIFICATION COMMITTEE

- Develop a comprehensive plan for the common areas of the Branderwood subdivision.
- Work closely with the contracted landscape company.
- Remain within the budget guidelines. Request for additional fund can be considered by request.
- Inspect the playground equipment for safety and maintenance twice a year.
- Review and follow the guideline for Branderwood HOA Committees.
- Review all ARC request.
- Once a year do a neighborhood ride through to review property and to make recommendations of needs and repairs to home owner.
- Review request of violations from patrons.

## POOL

- Inspect pool at prior to opening-chairs, tables etc. for replacement and safety
- Stock the First Aid Kit at the beginning of the season and check supplies periodically during the summer for items needed.
- Identify and assign an individual to act as pool party liaison with the committee and board; responsible for taking pool party reservations, collecting fees, and checking the pool after party to assure pool area is left in good condition.
- Purchase items for community use at the beginning of the season. Balls, dive sticks, etc.
- Review and follow the guideline for Branderwood HOA Committees.