



Brookhaven HOA Committee Descriptions

revised July 2021

Architectural

Committee maintains property values by keeping the land and structures in accordance with the covenants, conditions, and restrictions established in the governing documents;

- Committee member(s) assist with the processes of receiving and processing architectural applications for secondary structures, but no applications for homes

Communications

Committee will keep the community informed, generally through the production of an association website and newsletter. Communications committees can also have sub-committees relating to the newsletter, website and publicity.

- Committee member(s) will be responsible for keeping the owners and residents updated on various activities and issues within the community through the distribution of a newsletter/email/website/Facebook

Community Services

Committee will research needs of our families. Set up a process for the community to assist with such needs.

Financial

Committee reviews financials, establishes budget, etc.

- Committee member(s) can be comprised of sub-committees such as finance, budget, reserves, and investments. A finance sub-committee reviews monthly financials, and budget sub-committees help develop the annual budget. Sub-committees related to reserves track and help administer reserve study recommendations, while those related to investments develop and recommend the association's investment policy and reserves.
- Committee will research and write grants to assist community projects and needs.



Landscape

Committee member(s) oversee the “look and feel” and sustainability of the community landscape and maintenance

- Committee member(s) will monitor the landscaping service and would identify maintenance needs that should be reported
- Committee member(s) will oversee any special improvement projects that the association agreed to fund
- Committee member(s) could award special recognition such as Yard of the Month, etc.
- Committee member(s) could be involved in the bidding process of contractors who maintain the landscaping

Nomination

Committee develops the criteria and the slate of board candidates annually.

- Committee member(s) will be appointed by the HOA President
- Committee member(s) seek out residents to serve on the HOA Board
- Committee members(s) will serve one-year term usually from September through January
- Committee member(s) will vet potential candidates and get a written bio
- Committee member(s) will present the slate to the membership at the Annual Meeting in January
- Overseas the election at the annual meeting

Review

Committee maintains and updates Bylaws, Covenants, Regulations, Contracts, etc. as community needs arise

- Committee member(s) will review yearly the bylaws to see if updates are needed or community requests are honored



Safety

Committee will develop a relationship with the local law enforcement agency, introduce a neighborhood watch program, and even become involved in a citizen-on-patrol program. The safety committee cannot ensure security; never call them the security committee.

- Committee Member(s) work with community on issues associated with crime prevention and establishment of a security watch program with law enforcement agencies
- Committee Member(s) establish a safety network with in the community
- Committee Member(s) identify Block Captains

Social

Committee creates welcome process, membership process, community events, create events for holidays, community garage sales, seasonal festivals, etc. They are considered to be the “glue” holding the community together.

- Committee member(s) will provide new owners with notices of the association its rights and its authority
- Committee member(s) plan community activities such as picnics, social gatherings and other events that are of an interest of the community
- Committee will recognize needs of the community and suggest ways to raise funds to assist the member(s)

Sunshine

Committee provides a small token of thoughtfulness when a homeowner or immediate family are celebrating a happy occasion or facing a challenging time in their lives.

- Committee will send the appropriate recognition per guidelines to the homeowner/family

Violations

Committee maintains property values by keeping the land and structures in accordance with the covenants, conditions, and restrictions established in the governing documents;

- Committee member(s) identifies violations of the Covenants and in the processing of reports of alleged violations