

# HERITAGE COVE COMMUNITY ASSOCIATION

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## ARCHITECTURAL REVIEW COMMITTEE

The ARC's job description is predicated by pages 22 & 23 of the HERITAGE COVE COMMUNITY ASSOCIATION DECLARATION, and page 15 of the HERITAGE COVE COMMUNITY ASSOCIATION BY-LAWS, these can be found on the Heritage Cove website.

The ARC is required to meet one (1) time each month for review of any requests submitted in writing for changes or add-on's.

Upon review the ARC will approve or disapprove each request or ask for further information prior to making a decision.

Establish a Board Liaison person (appointed by the President).

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## MAINTENANCE COMMITTEE

Basic knowledge of plumbing, electrical, and other small handyman repairs and services.

Provide counsel to the Heritage Cove Master Board.

Provide oversight of larger maintenance projects.

Communicate with the Master Board and the property manager.

Establish a Board Liaison person (appointed by the President).

NOTE: Full time residents are best suited for this committee, but not required.

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## LANDSCAPE COMMITTEE

Check all common area landscaping monthly for:

- Mold
- Dead plants
- Proper trimming of shrubs
- Proper ground cover
- Bad grass areas

Report to the Board any areas that need attention, along with the committee recommendations.

Develop a long range plan for landscape additions and or reworking of existing common areas annually.

Develop a budget to present to the Master Board and the AR Committee each October to be reviewed; showing proposed line item plantings, changes or additions to existing landscape in the common areas for approval to the yearly budget.

Once the Master Board approves the budget, the Landscape Committee will have the authority to proceed with the plan; unencumbered by any other committee and answer only to the Master Board.

Quarterly audit the landscape contractor and the quality of their work.

Work with contractors to determine the best approach to correct problem areas.

Establish a Board Liaison person (appointed by the President).

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## SOCIAL COMMITTEE

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.

The Master Board appoints the Committee Chair-Person, the Chair-Person appoints committee members.

The Committee shall create an active and open community spirit through implementation of social activities such as entertainment, meals and social activities.

The Committee shall provide a wide range of social activities and involve all volunteers who sign up for events.

The Committee shall establish and agenda of annual events.

The Committee Chair-Person shall be responsible for scheduling the community room in the clubhouse. All Social Committee events shall take priority over any other events scheduled such as cards, games, and other social events. Master Board meetings, Homeowner meetings, and condominium association meetings shall have priority over Social Committee events.

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 facility.

The Committee shall have the authority to spend, without limit, any amount needed for socially related functions (i.e. breakfasts, dinners, dances, etc...). Any item it wishes to purchase, outside of socially related functions, must be approved by the Master Board of Directors prior to purchasing.

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.

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.

From time to time, the Master Board may suggest to the Social Committee that they help with other projects that will enhance the community socially.

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Establish a Board Liaison person (appointed by the President).

## POOL COMMITTEE

Weekly, inspect pool furniture for damage or missing chair guides.

Weekly, inspect all umbrellas.

Weekly, visually inspect pool and spa decking for loose or missing pavers.

Store any damaged furniture by the parking lot gate area next to the clubhouse and notify the office.

Establish a Board Liaison person (appointed by the President).

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## TENNIS COMMITTEE

Ensure that the tennis courts and surrounding areas are kept clean, swept, and orderly.

Bring to the attention of the Master Board Tennis Liaison or the property manager when the courts need to be resurfaced or repaired, in order for the appropriate person to get bids for the work to be done in a timely fashion.

Bring to the attention of the Master Board Liaison or the property manager when the tennis court equipment or furniture is in need of repair or replacement.

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.

Make sure that the appropriate persons are playing on the tennis courts:

1. Residents of Heritage Cove
2. Guest of Residents of Heritage Cove
3. Heritage Cove league team members

Establish a Board Liaison person (appointed by the President).

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## CODE ENFORCEMENT COMMITTEE

The purpose of the Code Enforcement Committee is to investigate any violations of the HERITAGE COVE COMMUNITY ASSOCIATION DECLARATION or the HERITAGE COVE COMMUNITY ASSOCIATION BY-LAWS as directed by the Master Board.

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.

Establish a Board Liaison person (appointed by the President).

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## EXERCISE FACILITY COMMITTEE

### Primary Mission and Goal:

Provide oversight of the Heritage Cove exercise facility to ensure that the residents and registered guests have access to use the exercise equipment in a safe, convenient and comfortable environment. This premise is based on the assumption that residents will heed the Rules & Regulations posted in the exercise facility to maintain a safe, equitable and friendly workout environment.

### Responsibilities of the Committee Members:

Monitor and review overall operational condition of equipment and facilities, make recommendations to office manager for maintenance, repair, or replacement of equipment, when appropriate.

Evaluate the need for new equipment, services and submit written requests with budgetary information directly to the Master Board.

Monitor oversight of the facility usage and report any issues or concerns involving patron behavior requiring action to the Heritage Cove Office Manager.

Maintain a continuous review of the facility Rules & Regulations to enhance safety, convenience and quality for the residents and guests of the Heritage Cove Community.

Establish a Board Liaison person (appointed by the President).



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## BOCCE BALL COMMITTEE

### Contractors Maintenance Requirements:

Add additional court turf material as needed prior to start of Bocce season (January 1)

Weed areas around both courts and along sidewalks as needed all season.

Roll courts prior to start of season (January 1) and as needed during the Bocce season.

### Weekly Court Preparations by Committee Members:

Brush or scrape the area in front of the foul lines at both ends of each court.

Water Bocce courts every Friday unless it rains.

Establish a Board Liaison person (appointed by the President).

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## SHUFFLE BOARD COMMITTEE

Develop a maintenance agenda to prep courts for the upcoming season.

For approval, provide the Master Board with a line item list of necessary repairs well in advance of the shuffle board season.

Set a time table for the pre-maintenance work, if any.

Establish a Board Liaison person (appointed by the President).

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## CHANNEL 195 COMMITTEE

Install DSI Elite 2000 software on home computer and become familiar with the software and capabilities.

Agree to be primary support for several groups within Heritage Cove who require information postings on Channel 195.

Agree to provide back-up services to other committee members.

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.

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.

Email completed screen content, including photos and/or clipart to Channel 195 email account.

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.

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.

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 Channel 195 account.

All updates to the software will be approved, communicated and coordinated by the Board established community computer repair person.

Establish a Board Liaison person (appointed by the President).

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## POND COMMITTEE

Keep in contact with the pond maintenance supplier.

Review and discuss pond reports with Heritage Cove property manager.

Recommend pond initiatives to the Heritage Cove Board of Directors.

Present appropriate funding requests for Master Board approval.

Coordinate posting of pond updates on Channel 195 as needed. Work through Andy London and Channel 195 Committee.

Establish a Board Liaison person (appointed by the President).