

## **Aberdeen committees (5/2019)**

### **Compliance Committee**

#### **Duties:**

1. Drive arounds every 5-6 weeks (to allow 30 days for violations to be addressed).
  - a. Identify first violations to receive courtesy letter
  - b. Run open violation report. Determine if open violations have been addressed
    - i. If YES make sure violation is closed
    - ii. If NO determine if second violation notice is warranted (no communication and/or approval of extra time)
  - c. Send any material exterior changes observed to Architectural committee if unsure whether approved
2. Review open violation report 1 week after drive around. Make sure all expected changes appear
3. A few days before board meeting, identify any uncured second violations and route pictures to board for discussion.

**Chairperson:** Deborah Drake

### **Architectural Committee**

#### **Duties:**

1. Review and evaluate any requested changes
2. Notify anyone making a material change without approval of ARC approval requirement. Follow up in ~ 1 week to make sure application submitted.
3. If/when color palette put in place, periodically review and submit recommendations to board to update as appropriate
4. As applicable, recommend changes to Community Development Code governing document

**Chairperson:** Alyson March. Also on committee - Bahaa Tawfik

### **Landscaping /Drainage / Pond Committee**

#### **Duties:**

1. Thoroughly understand TLC contract scope
2. Inspect common areas regularly and provide direction to TLC on any issues (trimming timing/shape, weed control, mowing, etc.)
3. Manage within landscaping budget; get board signoff for any significant work (over, say, \$500)
4. Recommend Entrance landscaping improvements and oversee approved work
5. Evaluate and recommend solution for drainage issues along wall on Woodlands Blvd.
6. Evaluate options for addressing pond filtration and erosion issues

**Chairperson:** Jack Picker. Also on committee – Deborah Drake

### **Infrastructure Committee** (Ad hoc electrical issues, wall integrity, gates, pavers, pavement, etc.)

#### **Duties:**

1. Annually – inspect walls and recommend preventive maintenance needed
2. Cameras – evaluation and selection (if we move forward)
3. As needed, determine electrical issues and solutions
4. Annually as part of reserve update – review timing of all infrastructure maintenance
5. Every fall – test electrical to be used for holiday lighting
6. Determine new method for Podocarpus holiday lighting (transition from incandescent wrap lights to LED string lights). Test as applicable.
7. Gate access (realtors posting permanent codes, cameras, force expiring codes, etc.)

8. Gate directory updating

**Chairperson:** Paul Crimi

### **Communications Committee**

**Duties:**

1. Draft and send quarterly newsletters
2. Periodically review website and portal for needed changes and work with M&A to implement
3. Oversee annual meeting communication and reminders
4. Draft and send ad hoc communications as appropriate (example: gate closure info, storm updates, holiday trash schedule, etc.)
5. Provide direction to M&A on any new issues outside scope of other committees (examples: security incident report, trimming Tottle wall)
6. Put out meeting signs

**Chairperson:** Dave Reilly