



I. General information regarding committee structures:

- a. Purpose. *The purpose of a committee is to assist and advise the board in a given area of responsibility.*
- b. Structure. *A committee should consist of three or more members 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.*
- c. Committee Authority. *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. Only the board is granted that authority. A committee may recommend a policy or rule to the board. If the board agrees with the recommendation and formally enacts it, the committee may or may not be given authority by the board to enforce the policy or rule. Enforcement authority is also under the discretion of the board.*
- d. Recommendations. *A committee should provide recommendations to the board at regularly scheduled board meetings so all directors can participate. Recommendations should be in writing and supported by credible research so that the board can make informed decisions.*
- e. Meetings. *Committees meet monthly or as appropriate to their assignment. The meetings 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.*
- f. Vendor & Contractor Authority. *Unless otherwise directed to by the board, committees should not give direction to or request bids from any HOA vendor or contractor. This process is handled through the board or management.*
- g. Concerning Property Management. *Unless given specific authority by the board, no committee should give direction to or make requests of the management.*
- h. Expenditures. *Committees are sometimes given a budget which should carefully be accounted for. All committee expenditures that fall outside the committee budget must be authorized by the board. All reimbursement requests should be accompanied by receipts.*
- i. Reporting. *Committee reports should be prepared and delivered to the board at least one week prior to the board meeting. Committees should prepare*

their own reports unless the board has approved the management doing so. Each board meeting agenda should provide time for committee reports.

II. Safety & Security Committee Objectives:

- a. Communicate with Atlanta Police Department, Sentry Management and all hired security personnel regarding safety concerns.*
- b. Develop a safety assessment plan of the community highlighting areas of concern, identifying appropriate corrective measures and cost to homeowners for such measures.*
- c. Maintain a list of important contact numbers for Safety Agencies.*
- d. Evaluate and make recommendations on the formation of a Neighborhood Watch Program, Community Child watch Program, or other safety program. Committee members will provide leadership in the creation of any groups deemed necessary by the community.*
- e. Maintain and distribute parking policy and passes to Homeowners.*
- f. Monitor street light outages and communicate with GA Power regarding corrective measures.*
- g. Committee to meet monthly and provide input to the HOA Interim/Future Elected Board of Directors on behalf of the homeowners on all areas that concern safety.*

II. Grounds Committee Objectives:

- a. The Grounds (Maintenance and Landscaping) Committee is tasked with maintenance and upkeep of each of the projects completed by the HOA Board as well as the neighborhood at-large.*
- b. Committee is responsible for general upkeep and beautification of the common areas owned by the Association including park, pavilion areas, benches, playground equipment and any future common areas. Duties may include annual contracting for lawn care, park and common areas maintenance and various landscaping activities. Landscaping activities include pruning perennials, planting annual flowers, laying mulch and weeding the planted areas.*
- c. Committee will identify and address areas with trash, weeds and over grown plants within the common areas or any other tasks the committee deems necessary in the upkeep of our neighborhood.*
- d. Committee will also inspect and advise homeowners regarding needed landscape and home maintenance. Standards for landscaping and home maintenance will be distributed annually and notice of inspections will be posted via email/internet at least two weeks prior to each of the Committee's inspections on the first of each month. The goal of the committee and property standards is to keep the WH neighborhood looking its best. In the long run, these actions will help to prevent neighborhood decline and decay that could lead to crime and/or lower property values.*

- e. *Committee to meet monthly and provide input to the HOA Interim/Future Elected Board of Directors on behalf of the homeowners on all areas that concern landscaping and maintenance.*

III. Architectural Control Committee (ACC) Objectives:

- a. *Members of the architectural committee are responsible for maintaining the aesthetic and structural integrity of the buildings within the association and enforcing the Declaration of Covenants, Codes & Restrictions (CC&R's).*
- b. *Committee will review and approve, in conjunction with Brock Built, any applications for modifications, additions, or architectural changes in the community, including, but not limited to, exterior paint colors, fencing, hardscaping, mailboxes, or other modifications to the exterior of the home/property.*
- c. *Committee to annually review the ACC Guidelines and makes recommended changes/updates to the Board of Directors.*
- d. *Committee to review community infrastructure, such as streets, curbs and sidewalks and report maintenance issues to the Board.*
- e. *Committee to meet monthly and provide input to the HOA Interim/Future Elected Board of Directors on behalf of the homeowners on all areas that concern architectural control.*

IV. Community Interests Committee Objectives:

- a. *The Community Interests Committee is tasked with keeping abreast of issues outside of the WH community that may directly impact or affect the community.*
- b. *Committee members should be regular participants at monthly NPU meetings as well as represent the community at Zoning Review meetings, Atlanta Beltline meetings, or any other meetings that may affect community property values, safety or quality of life.*
- c. *Committee to meet monthly and provide input to the HOA Interim/Future Elected Board of Directors on behalf of the homeowners on all areas that concern community interests.*

V. Social Committee Objectives:

- a. *The Social Committee is tasked with organizing and supporting the Board on planned social activities, welcoming new residents and helping interested residents to become more active in their community.*
- b. *Events coordinated by the Social Committee may include, but are not be limited to: providing HOA meeting refreshments, holiday parties, National Night Out, art/craft shows, and special children/adult social activities such as movies in the park, Easter egg hunts, etc...*
- c. *The Social Committee will coordinate with Brock Built on welcoming new homeowners to the community by providing welcome packets that include helpful information such as current schedules, important contact*

information, parking regulations and community Covenants, Codes and Restrictions (CC&R's).

- d. Committee to perform periodic reviews of playground and picnic equipment in common areas and report any deficiencies to the Grounds Committee.*
- e. Committee to meet monthly and provide input to the HOA Interim/Future Elected Board of Directors on behalf of the homeowners on all areas that concern social activities/events.*

VI. Communications Committee Objectives:

- a. Facilitates internal and external community awareness of WH neighborhood activities and events, club meetings, Board and committee actions, and security concerns utilizing various communications tools.*
- b. Committee shall establish and administer tools including but not limited to an electronic e-mail bulletin, google group/website and announcement signage.*
- c. Committee shall compile and update a resident directory.*
- d. Committee shall assemble and publish a quarterly HOA newsletter within 30 days of each HOA meeting.*