

Villages of Valencia
Volunteer Committees
Roles and Responsibilities

BUILDING AND GROUNDS COMMITTEE

- Volunteer at the direction of the VOV Board and in coordination with the Community Association Manager (CAM) to oversee contracted vendor services for landscaping, pool, ponds and dog stations and report any complaints, issues, and repairs as needed as well as make corrective suggestions. Keep inventory of pool furniture, pool supplies, and bathroom janitorial supplies stored in the building storage room and track the issuance of VOV keys and amenity passes; Work with the Maintenance Committee to determine facility and maintenance duties to be performed.

POOL COMMITTEE

- Volunteer at the direction of the VOV Board and in coordination with the Community Association Manager (CAM) to oversee pool rules and regulations posted at the Pool and insure that policies and procedures are being adhered to; encourage a quiet and respectful atmosphere; monitor safety issues; report violations; offer suggestions for new policies and procedures; monitor cleanliness of water, pool furniture and bathrooms and report any issues.

BUDGET AND FINANCE COMMITTEE

- Volunteer at the direction of the VOV Board treasurer and in coordination with the Community Association Manager (CAM) to prepare the VOV Annual Budget and Statement of Income and Expenditures. Review monthly Management Reports and report any budget line items of concern to the Board. Offer assistance with the annual audit of the association books and help to retain a certified public accountant.

COMMUNICATIONS COMMITTEE

- Volunteer at the direction of the VOV Board and in coordination with the Community Association Manager (CAM) to gather content, draft

and finalize a quarterly VOV Newsletter; make VOV website updates including managing calendar, managing and updating VOV email lists, VOV directory and posting announcements; welcome new residents to VOV.

MAINTENANCE COMMITTEE

- **Volunteer at the direction of the VOV Board and in coordination with the Building and Grounds Committee to help maintain and make minor repairs and improvements to VOV common areas, (sidewalks, mailboxes, entrances, amenities and pool areas), as part of a monthly schedule, or as needed, to include but not be limited to such tasks as cleaning, painting, weeding, planting, tree trimming and minor construction.**

SOCIAL COMMITTEE

- **Volunteer at the direction of the VOV Board and in coordination with the Community Association Manager (CAM) to plan and schedule social events and activities both onsite and offsite for the VOV community and work with the Communications Committee to notify residents.**

ARB

- **Serve at the appointment and direction of the VOV Board and in accordance with Declaration of Covenants, Conditions and Restrictions for VOV; insure that owners submit clearly outlined applications for approval with two sets of specifications, plans and other pertinent information; approve or disapprove in writing to owner within thirty (30) days of receipt; report any approved variances; report any violations to previously approved applications; enforce Architectural Guidelines as set forth and report violations to the Board and Community Association Manager (CAM); adopt and revise from time to time reasonable rules of procedure and standards for submission to be reviewed and approved by the Board.**