

Little Turtle Pickawillany Condo Association

Board of Director's Committee Guidelines and Commitment

Consists of 27 Buildings / 193 Condo Units

Committees are formed by the Board of Directors (BOD) to assist in the management of community activities and affairs as well as to facilitate community participation. Volunteer Unit Owners will staff committees with one committee member being designated as Committee Chairperson.

1. All committees report to the BOD.
2. Each committee must be provided a formal Mission Statement in writing. This can help maintain focus and potentially save committee members and BOD unnecessary time and effort.
3. Recommendations to the BOD are understood to be just that, a recommendation. The BOD will listen, discuss recommendations, determine validity and report back to the committee within a reasonable time. All recommendations and actions must be approved by the BOD.
4. Committees are encouraged to make recommendations for a committee's role, but then must be approved and updated to a formal Mission Statement by the BOD.
5. Committee members must be respectful in any/all discussions with owners and any potential contractors, etc.
6. Committees are encouraged to circulate sign-in sheets at any potential owner meetings.
7. The BOD may, from time to time, present a need for a special project (with guidelines). Any committee may accept or decline a special project.
8. Committee Chairs are requested to submit a monthly report one week prior to the monthly BOD meetings (sent via email to the BOD) or if there isn't anything to report then simply send an email stating "no report this month". Committee Chairs (or designees) are welcome to present, in person, their Committee's report at the monthly meetings, but not in lieu of providing a written report.

Pickawillany Committees

1. Architectural/Grounds Review Committee (ARC/Grounds) – The purpose of this Committee is to ensure the preservation of the architectural integrity of the community, which entails:
 - a. Grounds and landscape review and suggestions for improvements and/or modifications
 - b. Review of routine and cyclical schedules (i.e. mulching, planting, trees, ravine, etc.)
 - c. Quarterly walk/review of units and grounds
 - d. Make recommendation for Violation Letters pertaining to noncompliance with community Rules and Regulations
 - e. Review all Requests to Modify as submitted by unit owners and make recommendations to the BOD
 - f. Tree and planting program
 - g. Research
 - h. Signage
 - i. Special requests by the BOD

2. Social/Welcome Committee – this committee entails:
 - a. Social/Pool & Clubhouse
 - Make recommendations for committee’s Mission/Role (P&P)
 - Plan gatherings and annual events
 - Obtain sponsors to support gatherings and annual events (optional)
 - Establish a rapport with the Little Turtle Homeowners Assn. (optional)
 - Continue relationship/rapport with Golf Club (optional)
 - Assist in establishing pool rules and clubhouse rules
 - Assist in promoting the pool rules and making sure all abide by the rules
 - Assist in monitoring the pool, pool area and clubhouse
 - b. Welcome
 - Make stops at new owner’s homes to welcome new owners and provide their Welcome Packets. If owners do not answer the door, try a second time. If there is no answer the second time, you may want to leave a note for them to call you to make arrangement to drop a packet to them.
 - Meet’n’Greet with new owners
 - Deliver welcome gift
 - Make suggestions about what should be included in packets.
 - Deliver new owner packets with residents manual and briefly review or highlight specific info (i.e. trash pick-up, recycle pick-up, pool, pets and clean up, club house, parking, invitations to upcoming gatherings, newsletters, website, lock boxes, history of the Little Turtle area, work orders and how to submit, association meetings, BOD, emergency numbers, etc.).
 - Let them know that Case Bowen will be sending the formal rules and regulations if they haven’t already received them.
 - Report back any unanswered questions (this can help for future owner Meet’n’Greet).

3. Communications Committee – The purpose of this Committee is to foster communication within the community, which entails:
 - a. Maintain Pickawillany website.
 - b. Maintain email addresses for residents receiving Turtle Talk and other communications via email.
 - c. Writing, publishing and distribution of Turtle Talk.
 - d. Solicit continued advertising for Turtle Talk annually (January).
 - e. Maintain records of advertisers in Turtle Talk and collect advertising checks annually (January) or as required. (Checks are sent to Case Bowen to be applied against the costs of having Turtle Talk printed.)

4. Fire and Safety Committee – this committee entails:
 - a. Building captains
 - b. Fire alarms, smoke detectors, alarm horns, rate-of-rise heat sensors and annunciator panels – Garber Connect
 - c. Police Reports (Little Turtle Condo Assn., and Little Turtle area in general)
 - d. Secure-A-Key boxes
 - e. Security
 - f. Maintenance & Safety Tips for grounds and units
 - g. Common area lighting

5. Maintenance Committee – this committee entails:
 - a. Perform regular maintenance walks as a Committee.
 - b. Report work orders, violations and other apparent issues observed to the Property Manager. Work Order Requests will be directed to the Property Manager and not the BOD. The Property Manager will update the BOD on Work Orders as necessary.
 - c. Make recommendations for consideration by the BOD. These may include preventive maintenance, capital assets and improvements to the property. Recommendations will be directed to the BOD, **not** the Property Manager. Committee recommendations are strictly advisory in nature. All recommendations **must** be approved by the BOD before any action is taken.
 - d. One or more representatives of the committee should join the BOD and Property Manager for regularly scheduled walks of the property and provide feedback, if desired. Feedback will be directed to the BOD and **not** to the Property Manager unless otherwise directed by a Board Member.
 - e. Participate in special projects as requested by the BOD. The BOD will define the terms, scope and timeline for any such projects.