

# Committee Information

If you're interested in helping your community, we would be thrilled to talk to you about our committees and how you might be able to assist. Committees can assist the Board on various tasks, offer new ideas and opinions and is a great training ground for future Board Members. Below is a list of our current committees and a summary of their function.

## **Architectural Control Committee (ACC)**

- Review and approve or disapprove plans and specifications for each Architectural Control Committee Modification Request application.
- Make reasonable efforts to assist the applicants with their application.
- ACC members will be trained and expected to conduct business using TownSq. This system allows members to view, comment, approve or deny applications digitally.

Ideal candidates will:

- Have access to a computer and internet.
- Commit to reviewing applications weekly. We average around 10-15 applications per week. Each application may take 5 minutes or longer to review.
- Have knowledge of the HOA's covenants, conditions, and restrictions (CC&Rs) also known as deed restrictions.

## **Social Committee**

- Assist and support community events and activities to promote a positive environment.
  - Assist with Yard of the Month and Holiday Decoration Contests.
  - Create content for community newsletters, website and announcements.
- Provide recommendations for proposed events and activities for the upcoming calendar year, including schedule and costs to the Board of Directors.

## **Community Relations Committee**

- Evaluate school bus drop off/pick up locations and gate openings/closures.
- Provide recommendations to the Board for community programs and support groups.
- Assist with Yard of the Month and Holiday Decoration Contests.
- Create content for community newsletters, website and event flyers and announcements.
- Establish and build relationships with Cy-Fair ISD Officials and Transportation Department, Precinct 3 Commissioner Ramsey, Constables and Sheriff's and other local government organizations.

## **Landscape Committee**

- Consult with the Board of Directors to preserve and enhance the landscaping.
- Assist with Yard of the Month and Holiday Decoration Contests.
- Review and evaluate all landscaping managed and maintained by the Association.
- Create content for community newsletters, website and announcements.

## **Finance Committee**

- Monitor the annual operating budget and management of the association assets.
- Create content for community newsletters, website and announcements.
- Consult with the Board of Directors on budget and investment of funds in accordance with the Association Governing Documents and Texas Property Code.

## **Maintenance Committee**

- Review and evaluate all amenities managed and maintained by the Association
- Provide assistance to created Requests for Proposals (RFP)
- Provide articles on maintenance projects for community newsletters, website and announcements.