

Clear Springs Place HOA Committees

Committee descriptions are a work-in-progress, and we welcome creative input. We also encourage the Committee Chairs to conduct regular meetings to improve productivity and communications.

Social Committee

- Social Committee duties include:
 - Community Socials:
 - Plan and recommend Social Committee budget for board approval
 - Select event dates.
 - Work with board communications director to send out notices.
 - Post physical signs
 - Provide food, beverages, dinnerware, decorations.
 - Set up committee sign-up sheets.
 - Provide crime watch sheets.
 - Annual Garage Sale:
 - Select date.
 - Put out physical signs.
 - Work with communications director to send out notices of event and reminding residents to get city permits.

- Jon Hale, Chair
- Jane Perrin, Co-Chair
- Lynn Hale

Landscape and Pool /Clubhouse Committee

- Pool Committee duties include:

Note: The Goodwin Management Company provides, via a supplier contract, weekly pool maintenance which includes 3 visits/week April to September with a lighter schedule from October to March. Therefore, the Pool Committee does not need to address these areas except as noted below.

- Maintain/replace/fix pool area furniture & other cosmetic items including:
 - Check lounges for torn material.
 - Check chairs and lounges for broken bolts.
 - Check umbrellas for 4 tables and replace as needed.
 - Check plants in pots around pool and replace as needed.
- Ensure that landscape inside and outside of pool area is in good shape.
- Ensure that there are sufficient trash and recycle bins.

- Ensure that signage is in good readable condition.
- Report any items of concern related to pool & hot tub maintenance to Goodwin.

➤ Landscape duties include:

Note: The Goodwin Management Company provides, via a supplier contract with Sunset Landscaping, weekly front yard seasonal maintenance and common areas maintenance. The committee does not need to address these areas except as noted below.

- Review Common Area trees yearly for trimming.
- Report any weekly items to Goodwin.
- Review all common areas and prepare lists and manage projects needed to beautify the community.
- Prioritize projects by order of importance for community.
- Get quotes on projects and develop a yearly budget with the board. Look for ways to reduce costs through residents helping, where possible, on projects.
- Implement and manage all projects approved by the board yearly.
- Manage expenses on all approved projects to be within or below budget.

➤ Clubhouse Committee duties include:

Note: The Goodwin Management Company provides, via supplier contract, weekly cleaning for the restrooms when the pool is open.

- Consider update requirements and present them to the board for consideration.
- Report any repairs/Issues to Goodwin Management

↳ Lynn Hale, Chair
↳ Jill VanOs
↳ Jeremy Fain

Crime Watch Committee

➤ The chair sends out weekly crime notices from our crime watch officer. With additional committee members we can increase activities to protect our neighborhood.

↳ Jane Perrin, Chair
↳ Lynn Hale

Architectural Committee

➤ Architectural Committee duties include:

- Review ACC (Architectural Change) requests from the community such as new fences, roofs - anything on the exterior that is visible from the street.
- Is/must be well-versed in the Covenants and By Laws since they will review requests and approve/disapprove based on our Covenants and By Law guidelines.

-  Abdias Ruiz, Chair
-  Wes Malone
-  Donna Pettis

Welcoming Committee

➤ Welcoming Committee duties include:

- Obtain new homeowner info from Stephanie each time a home is sold.
- Discover and include new renters either from landlords or neighbors.
- Develop & prepare Welcome Packets for new owners and slightly different ones for new renters.
- Deliver packets in person with as much personal touch as time and resources permit.
- Assist Communications Director in maintaining email list of all residents – renters and owners - for sending HOA emails including newsletters, event announcements and more for residents who are not on Town Square.

-  Jane Perrin, Chair
-  Lynn Hale
-  Trecia & Melanie Hale
-  Isha Zeno
-  Carolyn Adriance