

COMMITTEE DESCRIPTIONS

AGING IN PLACE

Facilitates residents' ability to remain in their homes safely, wisely and confidently. Provides information, vetted referrals for in-home services, and educational programs.

ARCHITECTURAL STANDARDS

Reviews proposed alterations, modifications or additions to existing structures, as well as any proposed new structures with regard to the exterior appearance and design, and recommends action to be taken by the Board. Reviews and responds to home inspection reports when a Unit is for sale.

BUILDING MAINTENANCE (BMC)

Manages the maintenance of building exteriors, roofs and **Infrastructure** (see below) within the community, including **Pest Control** and **Staining** (see each, below). Oversees contracts and agreements with outside contractors, as needed.

CALENDAR (part of Communications Group)

Manages the community's calendar of events held in the Clubhouse, Log Cabin or elsewhere in the community. The calendar may be viewed from the BRCA website. To schedule or cancel an event, send an email to beaverdamrun.calendar@gmail.com providing the desired location, date, time and duration.

CLUBHOUSE / LOG CABIN

Manages, maintains and refurbishes the Clubhouse interior, amenities (swimming pool, fitness room, locker rooms, saunas, kitchen, club room, etc.). Manages, preserves, maintains and refurbishes Log Cabin facilities and amenities, including games. Oversees condition of the interior of these buildings, furniture and amenities. Maintains the Log Cabin's Library including publishing news regarding the library.

COMMUNICATIONS GROUP

Performs activities regarding communications within the community, including: **Calendar** (see above), **Emergency, Flag, Gazebo, Handbook, News & Views, Phone Directory, Printer, and Website** (see each below).

COMMUNITY GARDEN

Assigns the community garden plots located near the Maintenance Area, and administers the Community Garden rules.

EMERGENCY (part of Communications Group)

Maintains the master list of resident phone numbers used to notify residents. This list is used to communicate information such as road closings, icy conditions, important meetings, etc. to all residents. A master list of email addresses is also maintained for disbursement of documents and matters of less urgency.

FINANCE

Provides recommendations to the Board on financial policies and guidelines to establish standards and procedures; oversees audits, financial reviews and reconciliation; coordinates with the Long Range Planning Committee; and manages annual budget preparation.

FINANCIAL REVIEW & RECONCILIATION (part of Finance)

Each month all invoices are reconciled with the statement(s) from the financial institutions involved. A financial review is held quarterly. Results are reported to the Board.

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FLAG (part of Communications Group)

Manages maintenance of flag/flagpole. Displays the American flag at the community entrance consistent with flag regulations (i.e. illuminating the flag 24 hours a day and placing at half mast on prescribed national holidays or at the direction of the President of the United States). A Board policy allows for a mourning pennant to be attached to the lanyard for three days upon notification of the death of a current resident.

GATES

Manages and maintains the entrance, exit, and service gates along with related equipment and sensors in the roadway if present.

GAZEBO (part of Communications Group)

Manages appearance and condition of the Gazebo's mailboxes and bulletin boards. Assigns and labels community mail slots.

GOVERNANCE (as needed)

Reviews BRCA legal and regulatory issues and makes recommendations to the Board. Maintains the Association's governing documents (Declaration, Bylaws, Rules & Regulations). Reviews and makes recommendations to assure compliance with relevant legal authorities.

HANDBOOK (part of Communications Group)

Organizes and formats the BRCA Handbook so it may be viewed in print and website formats. Adds Board-approved revisions that are consistent with the current document format and provides the entire document to the Website Committee for publishing. When an owner doesn't have access to the website, updated pages are printed and distributed (at no cost) to the owner, along with instructions for updating the Handbook manually.

INFRASTRUCTURE (part of Building Maintenance)

Monitors and maintains stone walls and stonework on bridges. Inspects and maintains community retaining walls, split rail fences and board fences on the property's perimeter and at the Log Cabin's fenced-in dog park. Monitors condition of directional signs. Coordinates closely with several other committees including: Building Maintenance, Landscape, Roads & Driveways and Water & Sewers.

INSURANCE

Advises the Board regarding BRCA insurance requirements and costs. Verifies that all contractors have the required insurance and are up-to-date. Assists Owners with the relevant insurance issues they may encounter.

JAPANESE GARDEN (part of Landscape)

Determines work schedule for each year including inspections of the garden's bridge and other structures. Winterize prior to first frost. Budget for and replace dead plants, as needed.

LANDSCAPE

Includes **Japanese Garden** (see above), **Ponds & Streams**, **Slopes** and **Tall Trees** (see each below). The Landscape Committee develops/implements landscape policies consistent with the Landscape Policy Guide, and manages landscape contracts with its independent contractor(s).

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LONG-RANGE PLANNING

Analyzes future financial needs of the Association; annually updates Long-Range Capital Plan to assure sufficient funds are available for maintenance of buildings and the condominium's infrastructure.

MARKETING

Implements the techniques necessary to make prospective buyers and agents aware of our community and the advantages of living here. Assists prospective Buyers, Sellers and their Agents to understand the sales process and what the website provides. Creates, maintains and enhances the marketing website (BeaverdamRun.org), which provides a one-stop shop of information useful to those interested in buying or selling a home.

NEWS & VIEWS (part of Communications Group)

A newsletter containing articles of general interest to the community, as well as information disseminated by the Board or various committees, is published every other month. Residents receive a digital newsletter by email.

NIGHTSCAPING / ELECTRIC

Monitors and maintains all external lighting, posts, fixtures and electrical systems serving Common Elements. Also responsible for the three external garage lights above the garage door (bulbs and sensors) on each residential Unit.

NOMINATING / ELECTION

Annually solicits and encourages nominations for open positions on the Board of Directors. Publishes candidate biographical information and manages the election process, including candidate night and balloting.

PEST CONTROL (part of Building Maintenance)

Ensures all Units and Common Elements are not compromised by bugs, rodents, etc. Contracts with and supervises an exterminator or pest control company, as needed. Pays all related invoices.

PHONE DIRECTORY (part of Communications Group)

Maintains and distributes the community directory containing the names, addresses, phone number(s) and email addresses of all residents. Board members, officers and website URLs are also shown.

PONDS & STREAMS (part of Landscape)

Monitors the community's ponds / streams regularly to discover issues that need to be addressed. When needed, a contractor is hired to perform the work.

PRINTER (part of Communications Group)

Assists with printer questions and issues, oversees printer maintenance, and stocks supplies of toner and paper.

ROADS & DRIVEWAYS

Inspects our road system and driveways at least annually, identifying areas that may soon be in need of repair. BRCA, not the city, is responsible for maintaining our road system.

SLOPES (part of Landscape)

Evaluates the community's slopes and recommends ongoing care as needed.

COMMITTEE DESCRIPTIONS

SOCIAL

Sponsors a variety of social events to help residents become acquainted with one another and create a sense of community.

SPORTS

Promotes sports and active recreation. Oversees the physical condition and maintenance of the tennis and pickleball courts along with related Association equipment; manages the scheduling of playing times and special events.

STAINING (part of Building Maintenance)

Coordinates the power washing of buildings, decks, stairs, entries, steps, walkways and patios. After power washing is completed, coordinates the **exterior** staining of buildings, decks, and stairs. Pays monthly invoices received from the stain supplier and invoices from the staining contractor as received.

TALL TREES (part of Landscape)

Schedules the removal or trimming of trees taller than 15 feet by our tree contractor. Surveys the entire community twice each year to determine if additional removal/trimming is required.

TECHNOLOGY

Assists with the development of a comprehensive technology plan for our community. Promotes the strategic integration of technology into the Beaverdam Run community in order to enhance the lifestyle of residents through increased efficiency and improved communication.

WATER AND SEWERS

Monitors and maintains the community water system, including the water storage tanks, booster pumps, fire hydrants, and all service lines from the Association's meter off Beaverdam Road to the point where service lines enter each Unit or common building. Arranges with plumbing contractors for the repair of any breaks or disruptions in the community water lines, and tries to provide water to all buildings deprived whenever disruptions in normal service occur. Takes similar responsibility for the maintenance of all sanitary waste lines running from outside a Unit or building to the Metropolitan Sewer District main sewer lines. Finally, monitors and maintains the storm water drain lines (excluding drains from downspouts).

WEBSITE (part of Communications Group)

Currently, there are two websites: the Official Website and the Marketing Website. Designs and manages the webpages needed hold information required by the Board and the residents: events, governing documents (Handbook), forms, selling/buying a unit, homes for sale, resident contact information, etc.

WELCOMING

Contacts and welcomes new residents to the community by providing necessary and useful information, updates new residents' Official Handbook and responds to their questions about Beaverdam Run.