



Committee Volunteer Form

If you are interested in serving on a Havenwood at Hunters Crossing Property Owners Association committee or other volunteer group, please complete this form and return via email to info@aquitymanagementgroup.com, or mail to **Havenwood at Hunters Crossing Property Owners Association, 1308 E Common St. Ste. 205, New Braunfels, TX 78130.**

Membership on any committee is limited to Owners who are in good standing with the Association and their assessments. Committee members are appointed by the Board of Directors for a one-year term and may be replaced at the discretion of the Board of Directors. Chairmanship will be appointed by the Board of Directors. The powers and fiduciary responsibility of any committee is limited to those that are specifically granted to it by the Board of Directors.

This is a form document. Click in a gray area to enter text. Press tab or use your mouse to move to the next entry. Click in a check box to activate it.

| | | | |
|-----------------------------------|--|--|--|
| Date: | | | |
| Name: | | | |
| Property Address: | | | |
| Onsite Resident? Yes or No | | | |
| # of Years at Havenwood | | | |
| Email: | | | |
| Daytime Phone Number | | | |

Please check the box below of the committee for which you would like to volunteer:

Facility Committee: To advise the Board of Directors by recommending and suggesting ways to uphold and improve the facilities of the Property Owners Association by identifying issues that impact the use and enjoyment of the amenities including but not limited to the entire amenities center – pool, baseball field, tennis courts and pavilion. To periodically review the amenity rules and procedures and give recommendations if warranted. This committee has the responsibility to advise and support the Association ensuring all amenities within the community are being properly maintained and facilities are operating efficiently.

Finance Committee: To provide input on budgetary and financial aspects of the Association. The responsibilities of this committee shall include the preparation of the annual operating budget and three-year financial projection for submission to the Board of Directors; the review of monthly financial statements and reports; annual accounting audit and tax returns; capital expenditures, and financial policies and procedures. This committee shall also challenge the level and amounts of expenditures for various purposes in the Property Owners Association and suggest various ways to minimize expenses or more efficiently use the Association’s funds.

Hospitality Committee: To provide input to the Board of Directors on social activities and community events for the Association. This committee will plan, promote, coordinate and implement a wide variety of social activities and community events throughout the year in an effort to build a strong sense of community. In fulfilling its responsibilities, the committee shall suggest social functions; propose, plan and coordinate social events for the community.

Covenants & Guidelines Committee: To advise the Board of Directors on all aspects related to covenant enforcement oversight of the Association. The responsibilities of this committee are to provide a fair and uniform enforcement of covenants. This committee will also provide guidance to residents on landscape and fence installation; perform bi-monthly inspections and propose enforcement actions to the Board of Directors on unresolved violations. When and if requested by the Board of Directors, this committee shall also assist in drafting revisions to the covenants for consideration by the Board.

Architectural Review Board: To have jurisdiction over the review and approval of modifications, alterations, new home construction, or improvements proposed to be constructed on a Lot. The ARB shall follow all governing rules of the Association and must be familiar with them. Owners interested in this committee will go through an interview process. Please note that this committee requires up to 5 hours a week in reviewing applications.

Safety Committee: To advise the Board of Directors with suggestions and ideas to help with safety and security. This committee will suggest a wide variety of safety suggestions throughout the year in an effort to build a strong sense of community.

Communications Committee: To work with the Board and management company on ideas for better communications with owners. This committee will work directly with the Property Manager and implement new processes for the Association to improve communications.

Welcoming Committee: To welcome new owners of Havenwood to the community by providing a helpful packet of information to them. This information will include how to access the gates, amenities, important contact information, community involvement and processes within the community. This committee will work directly with the Property Manager.

Time commitment for volunteering varies and is often dependent on the season. Will you be able to commit approximately **5-20 hours per month** to committee obligations?

Yes

No

List any prior committees on which you have served, and dates of service:

List relevant background experience for committee assignment:

Thank you for your willingness to serve as a volunteer for the Havenwood at Hunters Crossing Property Owners Association!