

HUNTERS RIDGE COMMUNITY ASSOCIATION COMMITTEES

GENERAL COMMITTEE RESPONSIBILITIES – Applicable to all committees:

1. The designated Board member to a committee, is a Board representative only and not the chairperson of that committee.
2. Communicate proper meeting announcements with staff. Staff will post all meeting notices 48 hours in advance of meeting time. All meetings are open for member attendance.
3. Coordinate programs/activities with administrative staff and other committees when necessary to avoid conflicts.
4. Make recommendations to the Board with documented proposals.
5. Provide communication with the staff, Board and membership on activities.
6. Review information and staff visit requests with the General Manager.
7. Define lines of communication and responsibility within the committee.

HOUSE COMMITTEE

1. Assist and coordinate restaurant hours of operation and schedules of events with Food & Beverage Manager with additional from Social Committee if necessary.
2. Discuss restaurant menus, along with pricing, with Food & Beverage Manager with additional input from the finance committee if necessary.
3. Discuss restaurant staffing with Food & Beverage Manager when appropriate.
4. Discuss cost of Food & Beverage operations with Food & Beverage Manager, Administrative Staff and Finance Committee.
5. Review and discuss grill room and dining room furnishings, kitchen equipment and utensil needs with Food & Beverage Manager and Finance Committee when necessary.
6. Explore opportunities with outside groups to rent dining facilities for functions, i.e. wedding receptions, seminars, luncheons.

MEMBERSHIP COMMITTEE

1. Assist Administrative Staff in maintaining current membership rolls for all classifications of membership types.
2. Solicit, with input from the Golf and Finance Committees, new golfing members from the existing social members in Hunters Ridge as may be necessary and/or possible.
3. Schedule and provide new member orientation events.
4. Coordinate and provide member services which include, but is not limited to:
 - A. Sunshine Committee
 - B. Member to Member Services – Members helping each other
5. Develop procedures and administer the process for member penalties due to HRCA Rules/Regulations violations. Submit procedures, etc. to Board for approval prior to implementation.

AESTHETIC/ARCHITECTURAL REVIEW

1. Review existing aesthetic/architectural review board standards and procedures.
2. Develop new standards and procedures as necessary with recommendations submitted to the Board of Directors for approval. (example: color pallets for exterior painting of all unit types)
3. Establish communications to the membership so that all members know the procedures they are to follow when wanting to make some type of aesthetic/architectural change to their property.
4. Review and publish notification and correction procedures for deficiencies. (example: cleaning mildew, mold off roofs)

GOLF COMMITTEE

To assist the Head Golf Professional and his staff.....

1. With the administration of member golfing events/activities which includes, when necessary, each events format;
2. With the administration of the golf member handicap program;
3. With promoting the game by communicating to all golfing members all necessary information pertaining to any and/or all golf program schedules and issues;

4. With review and discussion of golf course rules and regulations, which includes penalties for violation of such rules and regulations, with recommendations forwarded to the General Manager, Membership Committee and Board of Directors when necessary;
5. With suggestions to the golf course superintendent regarding the maintenance of the golf course grounds;
6. With reviewing the golf course cart rental fleet and making any recommendations to the Finance Committee and Board of Directors;
7. With generating revenues and reviewing play on the golf course with discussion from the Finance Committee and ultimately the Board of Directors.
8. Solicit, with input from the General Manager, Board of Directors and Finance Committee, daily interim golfing members from the Bonita Springs/Naples area as may be desired.

FINANCE AND LONG RANGE PLANNING

1. Assist Club Controller, Board Treasurer, General Manager and various Committees with all Common Area, Golf Course, Food & Beverage, General and Administrative Budgets.
2. Assist Club Controller, Board Treasurer and CPA firm with all accounting reports and documentation, including club's annual audit.
3. Meet with all various committees when necessary to prepare all club long range plans and projects.
4. Review with the Board Treasurer, Club Controller, General Manager all monthly, quarterly and annual financial statements.

SOCIAL COMMITTEE

1. Review monthly calendars with Administrative Staff, including the Food & Beverage Manager, to properly plan and schedule all social events, meeting with other committees i.e. House Committee, if necessary.
2. Review Activity Center events with staff and incorporate into events calendar.
3. Review fitness and wellness programs with club staff and incorporate into social events calendar.

NOMINATING COMMITTEE

1. Appointed by the Board not less than ninety (90) days prior to the annual meeting. Appointment projected in late summer, early fall.
2. Solicit resumes from interested candidates. Make nominations for election to the Board.
3. Determine date, time, place and format of "Meet the Candidates" event.
4. Serve as moderator at "Meet the Candidates" event.

ELECTION COMMITTEE

1. Review voting certificates on file for each site as necessary.
2. Review established procedures for election of Board Members, including all annual meeting notices.
3. Review established proxy and ballot for election of Board Members. Submit any recommended changes to the Board for approval.
4. On the day of the election, administer and direct the election process which includes all ballots cast.

BUILDING AND GROUNDS COMMITTEE

1. Inspect all club buildings to determine repairs (roofing, painting) needed if necessary.
2. Inspect all roadways, valley gutters, storm drainage and common areas as necessary to determine any repairs or replacements.
3. With assistance of staff, if work can not be done "in house", contact various contractors when needed to make repairs.

EXTERNAL AFFAIRS COMMITTEE

1. Contact City of Bonita Springs officials, Lee County officials and elected representatives in the Hunters Ridge districts to determine what real estate development activity, close to Hunters Ridge, is currently in the "review" process. Communicate to General Manager, Board and membership with findings when necessary.
2. Once determined and when necessary, attend public hearing meetings. Speak at hearings when necessary to "be on record" for any and/or all future hearings.
3. Contact and communicate with other local communities regarding proposed surrounding development when and if necessary.