

**SUGAR RIDGE COMMONS at
APPLEWOOD**

Homeowners' Association

COMMITTEE HANDBOOK

**WORK METHODS AND PROCEDURES FOR
COMMITTEES**

January 2021

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FOREWORD

The Sugar Ridge Commons Homeowners' Association Board of Directors created this handbook for committee chairmen and committee members. The handbook describes the work procedures and duties that each committee should perform, and it is intended to be of assistance to both old and new members of the various committees.

It is important that each resident who volunteer their time and energy to strive to continue this neighborhood in its best possible light, to learn and study their specific responsibilities when serving on a particular committee. The Board sincerely hopes that this aid will be useful to future members of the various committees.

In all instances, all committees and their Chair must ensure that any actions taken are *fair, consistent, and reasonable*. This will ensure that all residents are treated exactly the same as any other resident without biases entering whatever the decision is.

Committee Formation

Article VII. Officers and Their Duties

Section 1: President

The president shall be the Principal Executive Officer of the Association and shall in general supervise and control all of the business and affairs of the Association. He shall preside at all meetings of the Owners and of the Board of Directors. He may sign, with the Secretary or any other proper Officer of the Association authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these By-Laws or by statute to some other Officer or Agent of the Association. **HE SHALL APPOINT COMMITTEES AS PRESCRIBED BY THESE BY-LAWS OR AS MAY BE PRESCRIBED BY ACTION OF THE BOARD OF DIRECTORS AND SHALL BE AN EX-OFFICIO MEMBER OF ALL COMMITTEES. (...). (1)**

The HOA President appoints a board member to be the chairman of each of the committees, as well as appoints the members of that committee. The chairman is responsible to communicate all activities to the President, as well as the full Board.

(Please note that the following narrative is covered in various sections of the community By-Laws and it's CCR's.)

(1) From the By-Laws of Sugar Ridge Commons of (9/16/2019)

Sugar Ridge Commons at Applewood HOA Committee Directives

The President and the Board of Directors will decide when a committee is needed. The current or acting President will appoint the Committee Chairman and the Committee members.

All committees will have a Chairman. The Chairman will be a member of the Board of Directors *(and be their representative on the committee's suggestions to the full Board.)*

The Chairman will act as the leader and be responsible for the committee's actions, including, following the CCR's and the By-Laws of Sugar Ridge Commons at Applewood (henceforth referred to as the community.). The Chairman will also make sure that the committee follows South Carolina State laws that govern HOA's.

The Chairman will be well-versed in the CCR's (Covenants, Conditions, & Restrictions) and the By-Laws of the community.

The Chairman will work with the committee members to arrive at a solution for the committee's assignment. Together they will formulate a plan to present to the Board at the next appropriate Board meeting or (depending) upon their assignment the Chairman may at his Discretion make the necessary change, repair or approval. *(If board presentation is determined and the request is time sensitive and requires a rapid response, it may be presented to the HOA president and two board members or in his absence, the HOA board vice president and two board members for board recommendation of action.)*

The Chairman will be the person responsible for all communication with contractors. He may at his discretion empower a member to communicate a directive to a contractor, but at no time should a member take this responsibility on his own.

It would be very helpful to the Board Members and especially the Secretary for all solutions or suggestions brought to the board, to be in written form. This would eliminate any confusion during the presentation. The Chairman or his Representative will present the recommendations to the Board for final review.

Committee Members:

1. Committee members will be responsible for following the community CCR's and By-Laws while performing their duties.
2. Members will always be courteous and mindful of everyone's interest, while performing their duties.

3. The Committee Members main job is to do the leg work and investigation for the assignment.
4. Formulate a suggestion as to how a particular situation can be resolved and present this to the Committee Chairman.
5. Committees will operate in a team format.

Standing Committees

The following list the names of current committees being utilized by the Board of Directors:

1. Pond Committee
2. Pool Committee
3. Hospitality Committee (Welcoming)
4. Grounds Committee
5. Architectural Review Committee
6. Compliance Committee
7. Nominating Committee (Annual activation)

Detailed work methods and responsibilities follow.

Pond Committee **Responsibilities and Work Methods**

Purpose: The purpose of the pond committee is to ensure that the pond at Sugar Ridge Commons provides a safe, healthy, well maintained and attractive amenity to the neighborhood.

The Pond Committee shall comprise a Chair and 2-3 committee members appointed by the President of the HOA.

Committee members shall observe the pond frequently and monitor for any issues.

Committee members shall verify that the aerator is operating properly, and the times of operation are set appropriately.

The Chair and/or designated members shall be sure that the pond pump is operated at least twice per month to verify that it is operating correctly and to keep iron sediments from clogging the well piping.

Committee members shall monitor the algae situation in the pond and take appropriate corrective action when necessary by applying a copper sulfate concentrate.

The Chair or designee shall add pond dye at the appropriate time when we are not receiving substantial rainfall to help keep the growth of weeds down.

Committee members shall monitor fishing at the pond and ensure that only residents and their immediate family are fishing and following the catch and release rules.

Committee members shall monitor the health of fish in the pond and advise the Board of recommendations of any corrective actions needed, to include stocking or temporarily halting fishing until the fish population is healthy.

Committee members shall monitor the entrance and outflow of the pond for any water damage or erosion issues and advise the Board of any corrective actions needed.

Committee members shall inspect the dam for any holes, signs of erosion or any other issues and advise the Board of any corrective actions needed.

Committee members shall inspect the wooden walkway for the spillway at the pond for any issues and recommend corrective actions needed to the Board.

Committee members shall monitor the spillway screen for any clogging issues and take corrective action to keep it clear of debris.

Pool Committee Responsibilities and Work Methods

Purpose: The purpose of the pool committee is to provide leadership and guidance for the upkeep of the Sugar Ridge Commons Swimming Pool, the Cabana, and the surrounding area. Also, to manage and direct the Pool Maintenance Contractor per the contract, to monitor the cleaning contract, and to solicit bids for both the cleaning personnel as well as the pool maintenance personnel when required.

The Pool Committee shall comprise a Chair and 2-3 committee members appointed by the President of the HOA.

Committee members shall prepare and propose pool rules for approval by the Board.

Committee members shall prepare the annual pool passes and work with the Board to provide security of the pool area.

Pool Opening Duties and Responsibilities

1. Perform inventory of all keys and keep a record of persons with the keys.
2. Committee members ensure first that the pool and surrounding area is in a safe manner for operation.
3. Perform a thorough inspection of the pool area. Ensure that all fencing and the gate is clean and in good condition for the intended use. Clean and paint if needed. Change the lock combination if needed. If faucets in the bathrooms are open, close them.
4. Inspect and ensure all amenities are in good working order. (Fans, lights, electrical outlets, water connections, water fountain, telephone, and all bathroom facilities.)
5. Inspect pump room. Look for leaks, mold and cleanliness. Clean and repair if needed.
6. Inspect all chairs, tables, and chaise loungers for unsafe or inoperable conditions. Clean and repair if needed.
7. Check and make any necessary changes to signage and/or pool rules. Ensure pool rules are current and posted on signs as well as in the bulletin board.
8. Check and inspect the parking area and sidewalk to the pool. Report needed repairs and/or cleaning.
9. Install the PVC Drain Plug to the shower. This plug is located at ground level.
10. Close the outside water faucet, located on the back outside wall of the Cabana.
- 11. Work with the pool maintenance contractor to help coordinate the pool opening for the season.**
- 12. Special Notice: When turning on the main water supply at the meter, always turn on very slowly. This is to prevent a water shock from bursting pipes or connections.**
- 13. Work with the Board to establish a "Pool Work Day" for community volunteers to do a thorough cleaning and make any repairs if needed. This would be a good time to ensure that all safety equipment is located in the proper place and storage rooms are clean and stocked.**

Start-Up of Water Fountain @ opening

1. DO NOT WORK ON WATER FOUNTAIN WITH THE POWER ON!
2. Remove the front cover and install a new water filter if needed.
3. Reconnect the water supply line and turn the water valve on and check for leaks.
4. If a blockage was placed in the drain line at the last closing, remove the blockage and install the drain line and "P" trap.
5. Put the front cover back on and turn on the power in the Breaker room. (Water will not cool until the power is turned on.)

Pool Closing Duties and Responsibilities

1. Work with the Pool Maintenance Contractor to assist in coordinating the closing of the pool.
2. Store all chairs, tables, umbrellas, and chaise lounges in the storage room.
3. Turn off the water at the meter. **(Do not use the PVC Cut-Off Valve!)**
4. Leave faucets in bathroom sinks in the open position to drain.
5. Drain all toilet tanks. (However, **leave approximately 2" of water in the tank to keep rubber flush valves wet during the off season. No need for antifreeze in the toilets.**) **Note: THE FLOOR DRAIN'S "P" TRAP, IN THE BATHROOMS SHOULD BE FILLED WITH WATER. THIS WILL PREVENT SEWER SMELLS FROM COMING INTO THE ROOM DURING THE OFF SEASON. THIS SHOULD ALSO BE REPEATED EVERY THREE (3) MONTHS.**
6. Outside Shower: Remove the PVC drain plug located at the ground level. (You must hold the shower handle valve open until all water drains out. This will only take a minute to drain. Do not put the drain plug back in. Store the drain plug in the storage room.
7. Leave the outside water valve, located on the back outside wall of the Cabana in the open position.

Water Fountain @ closing

8. Turn power off to the fountain by cutting off the breaker in the Breaker Room.
9. Remove front cover and turn the water cut-off valve to the "off" position.
10. Take "P" trap off and leave stored in the bottom of the fountain. Put a suitable blockage in the drain. (This will prevent sewer gas from escaping into the area.)
11. Take the water supply line loose from the supply cut-off valve.
12. Using a Tubeless Tire Valve held to the supply line, blow the water out of the tank on the fountain. You will need a portable air tank to accomplish this. Also two people are needed because one will hold the fountain flow open for the water to be removed. This will be a good time to get the correct filter for the upcoming summer opening.

LASTLY

SECURE ALL DOORS BY LOCKING THEM AND PLACE THE CHAIN AROUND THE EXIT GATE!

DAILY WORK METHOD FOR POOL COMMITTEE PERSONS

1. The chairperson of the pool committee will act as the leader and will be responsible for the committee's actions, including, following the CCR's and the By-Laws of Sugar Ridge Commons at Applewood, and following South Carolina State laws that govern HOA's and community pools. The chairperson will be well-versed in the CCR's and the By-Laws of the community. The chairperson will be the person responsible for all communication with contractors. The chairperson may, at his discretion, empower a member to communicate a directive to a contractor, but at no time should a member take this responsibility on his own.
2. The chairperson will create a schedule for daily work observations.
3. The pool committee will be assigned weekly duty and will rotate duties weekly.
4. Committee members will follow the schedule set up by the chairperson. This includes one member going to the pool near or after closing time each day, to make sure all safety devices are in good condition and in the proper place. He will inspect and ensure all amenities are in good working order. He will also ensure that the pool area is clean and ready for the next day.

Hospitality (Welcoming) Committee **Responsibilities and Work Methods**

Purpose: The purpose of the Hospitality Committee is to be the “face” of Sugar Ridge Commons and the residents who reside herein. The Committee’s objective is to ensure every new resident moving into the neighborhood feels welcomed and ready to enjoy all of the amenities the neighborhood offers.

The Hospitality Committee shall comprise a Chair and 1-2 committee members appointed by the President of the HOA.

The Committee shall prepare a “welcoming” package with a small gift to be presented to each new resident that moves into the neighborhood.

The Committee shall prepare copies of the By-Laws, the CCR’s, the Policy Statements, and ensure that each new resident has copies of the governing documents.

The Committee shall prepare (or gather) other important information on the surrounding area including important phone numbers to give to the new residents.

The Committee shall ask the new resident to complete the information that is used in the annual SRC Directory.

GROUNDS COMMITTEE

Purpose: The purpose of the Grounds Committee is to provide leadership and guidance for the continued upkeep of all the common property in Sugar Ridge Commons at Applewood, as well as ensuring that individual properties owned by residents are kept to the standards of the community. The objective of the Grounds Committee is making sure that aesthetically the grounds, fences, and shrubbery are pleasing and provides a welcoming into the neighborhood. The Grounds Committee shall comprise a Chair and 2-3 committee members appointed by the President of the HOA.

Duties and Responsibilities

1. Obtain bids for a general contractor to handle the servicing of the common areas and individual lawns for the year.
2. Review and study bids and make recommendation to the Board as to whom shall be employed.
3. Obtain bids for pine straw (and/or another mulching medium) that is used on the perimeter berm annually and select the supplier.
4. Make recommendation to the Board as to whom shall be selected.
5. Obtain bid (s) for repair work (if needed) on the irrigation system that is located at the front entrance and the surrounding perimeter and select the supplier.
6. Make recommendation to the Board as to whom shall be selected.
7. Interface with all the selected contractor(s) throughout the year on any issues that may arise. Maintain a working relationship with the contractors that fosters no ill will.

Work Methods and Procedures

Irrigation

1. In November, after Bermuda grass has gone dormant, contact Inman-Campobello Water District to have the water supply cutoff to the irrigation system.
2. In May, contact ICWD to have the water supply turned on. (Doing this saves the Association monies that do not need to be spent during this period of time.)
3. In May, perform an inspection of all the heads and valves of the perimeter irrigation system and make any repairs, or have the selected contractor make the repairs.
4. In May, test the irrigation system for any leaks or breaks and have any repairs made that arise.
5. Check that the "Rain" sensor is not blocked and is functioning properly prior to the season beginning.
6. Check the irrigation control box for spiders, ants, or other insects that may have blocked the controls from functioning.
7. **Check the electrical connections to the control box and ensure there are no worn or cut wires leading to the control box. Only work on the electrical connections if properly trained and you are comfortable with any procedure necessary. Follow all excepted safety measures.**
8. Check each irrigation zone for placement of sprinkler heads and that water is not wetting the pavement. Ensure that each zone works properly.
9. Make any recommendations to the full Board of any issues associated with the sprinkler system.

GROUNDS (CONTINUED) SHRUBBERY, SIGNS, AND FRONT ENTRANCE

1. Inspect the shrubbery at the front entrance and at the sign at the corner of Belcher and Sugar Ridge Roads on a routine basis. Check for any diseased plant or dead plant that may need replacing. Routine checks should be performed monthly if possible.
2. Inspect the shrubbery beds at the front entrance and at the Belcher sign for replacement of mulch.
3. Inspect the shrubbery beds at the front entrance and at the Belcher sign for pruning needs, as well as the magnolia and oak trees lining the front entrance. Ensure that tree branches are not dropping into the street area. Prune tree limbs as required.
4. Check the flower beds at the front entrance. Select the annual plantings for the spring and the fall. Arrange to have amendments added to both the flower beds annually and arrange to have a contractor or individual, plant the flowers in the spring and in the fall.
5. Inspect the signs at the front entrance and at the Belcher intersection. Determine if the signs need pressure washing, painting, or replacing. Make recommendations to the full Board at soon as practical.
6. **Check the electrical wiring at the front entrance and Belcher for any breaks, cuts, or other faults that may interrupt the lighting. Only work on the electrical connections if properly trained and you are comfortable with any procedure necessary. Follow all excepted safety measures.**
7. Check the lighting at both the front entrance and Belcher. Replace any LED lights that may need replacement.

GROUNDS (CONTINUED) OTHER COMMON AREAS

1. Inspect the Berm surrounding the Development along Sugar Ridge Road and Belcher Road. Observe if pruning of shrubbery is needed and if pruning of trees is required. Work with the general contractor to perform any trim work needed.
2. Advise the selected contractor as to when to prune the shrubbery on the berm and when to install the mulching medium.
3. Ensure that the berm is free of unwanted vegetation and that shrubs and trees are not diseased or dead.
4. Replace any diseased or dead shrubs that need replacing on the berm.
5. Observe and inspect the 30' common area behind the homes on Cider Park Drive. This area begins at Belcher Road and extends to the end of HOA property at the end of East Golden View Drive at the swimming pool parking area. Ensure that the area is free of debris and that no saplings are obstructing the mowing of that area.
6. Contact the contractor to remove unwanted saplings, bushes, and weeds in that area.
7. Observe the common areas on the three (3) lots owned by the HOA. Ensure that these areas are being mowed regularly and no unwanted vegetation is there.
8. Make any recommendations to the Board as to what the Committee has decided to make to enhance the appearance of the neighborhood.

GROUND (CONTINUED) BUILDINGS/OTHER

1. Inspect the gazebo for wear; ensure that the building steps and benches are safe and free of defects, such as tripping hazards.
2. Inspect the boardwalk; ensure that boards are not loose and that nails are not protruding causing a possible fall or tripping hazard.
3. Make recommendations as to the status of the boardwalk and gazebo to the full board if major repairs are determined.

GROUND (CONTINUED) CHRISTMAS OR OTHER EVENTS

1. Serve as the coordinator for the Christmas decorations. Work with volunteers to ensure that decorations are appropriate and not gaudy.
2. Encourage community participation in decorating for any special event, especially Christmas.
3. Inspect the decorations and make recommendations as to what needs to be replaced or purchased.
4. Install the decorations on or/after Thanksgiving Day; Remove decorations after New Year's Day.

ARCHITECTURAL REVIEW COMMITTEE

This is a very complex committee requiring full understanding and compliance to the By-Laws and CCR's

Purpose: The ARC committee's primary responsibility regarding new builds and modifications within Sugar Ridge Commons is to make sure the CCR's are followed. This would include any and all request for things listed within the CCR's, related to new building requirements and/or modifications. This will also include the initial Landscaping and yard appearance requirements as well as modifications to existing lots.

Secondly, the ARC is responsible for maintaining various records, not only of any new structures, but also records of any modifications made to existing builds, and also, maintaining the neighborhood directories and lot analysis.

The objectives of this committee are to ensure that community's standards are upheld with any build (be it new or modified) and that record keeping is accurately maintained.

The ARC is comprised of a Chair and 2-3 committee members appointed by the President of the HOA.

NOTE: PLEASE READ AND UNDERSTAND ARTICLE V OF THE CCR'S FOR A MORE DETAILED DESCRIPTION OF DUTIES AND RESPONSIBILITIES!

Duties and Responsibilities

Administrative Duties

1. Maintain and complete the annual directory of lot owners with updated names and addresses. Have the directory printed and distributed to all lot owners.
2. Maintain and update the Lot Analysis spreadsheet as required.
3. Maintain and update the Sugar Ridge Commons Voter list when required.
4. Supply the Welcoming Committee with needed information for new owners, including names and address, copy of SRC By-Laws, copy of SRC Declaration of Covenants, Conditions, and Restrictions, important phone numbers for various county offices, SRC Directory, and an informational sheet.
5. Maintain the ARC request spread sheet that depicts all requests, date approved/not approved, and when project is completed by owner.

ARCHITECTURAL REVIEW Duties and Responsibilities

Approval Duties

The ARC is responsible for approving the following:

1. Any new build in Sugar Ridge Commons, to include, as instructed in the CCR's: a. new house plans, that includes the amount of square footage, number of bathrooms, lot placement that conforms to the required setback **as detailed in the master plats for the subdivision recorded in the Register of Deeds office in Spartanburg.**
 - b. landscape plans for each new build as well as any changes in landscape plans
 - c. ensure garage doors have automatic door openers
 - d. That dwelling must be at least 80% brick on the exterior and complies with the approved brick list maintained by the ARC
 - e. ensure roof pitch is no less than 8/12
 - f. ensure roofing material is Owens Corning Oakridge AR, color Onyx Black
 - g. ensure no concrete block, cement brick, or concrete walls are used in the construction of the new build (...)
 - h. ensure driveways are of concrete and curbs are "rolled"
 - i. ensure ground (front and back) is sodded with Bermuda grass
2. Any swimming pool request that is not an above ground pool
3. All building setback lines which must be adhered to consistent with plats on file in the ROD
4. Any fence must be consistent with the CCR's and complied with
5. Any permanent utility buildings or detached garages)
6. Any building no larger than 3' x 3' for animals
7. Any satellite dish or flag poles
8. Any signs no greater than 30" x 30"
9. Any major building modification (to the extent that the modification must adhere to the same requirements as a new build.)

Other Duties and Responsibilities

1. The ARC receives and acts upon new home and modification requests to ensure the request meets all By-Laws, CCR's, and policy statement requirements.
2. The ARC sends the approval/non approval (no conditional letters) letters to the respondent with the 14 day period for consideration.
3. The ARC notifies the HOA Board of any unauthorized modifications for Board action.
4. The ARC communicates any unsafe condition they notice, any exterior neglect on houses and lawns to the HOA Board for Board action.
- 5. The ARC practices the rule of fairness, consistency, and reasonableness in any and all approvals or non-approvals to all members of the Association.**

Compliance Committee

Purpose: The purpose of the Compliance Committee is to ensure that all restrictions, conditions, and covenants, as well as policy statements and By-Laws are being adhered to by the Association.

The objective of the committee is ensuring that the neighborhood retains its pristine appearance and that neighborhood property values remain at their utmost.

The committee is composed of a Chair, and 1-2 other committee members who are Board members and who will rotate on and off as needed. The Chair will be the President of the HOA Board.

Duties and Responsibilities

1. Since the Sugar Ridge Commons HOA does not employ the property manager (currently William Douglas Property Management) the compliance to its rules must be performed by members of the Board.
2. Periodically (30 – 60 day interval), the committee will, as a group, tour the entire development and note any violations that need the attention of a lot owner.
3. Findings from the tour will be discussed within the committee and also in the Board meeting to ensure that the HOA meets its fiduciary responsibility as well as being fair, consistent, and reasonable.
4. Letters to the lot owner for any violation of the rules and regulations will be mailed in accordance with Policy Statement #5 in particular, and in accordance with all other policy statements.
5. Notifications will follow the prescribed procedure detailed in those policy statements.

Nominating Committee

Purpose: The Nominating Committee is to provide the Association with member (s) who wish to serve in various capacities on the Sugar Ridge Commons HOA Board.

Nomination for election to the Board of Directors shall be by a nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two or more members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the members, to serve from the close of such annual meeting until the close of the next annual meeting. Such appointments shall be announced at each annual meeting. The Nominating Committee shall make as many nominations for elections to the Board of Directors as it shall, in its discretion to determine, but not less than the number of vacancies that are to be filled. Nominees must be members of the Association.

Article VII – BOARD OF DIRECTORS
BY-LAWS OF SUGAR RIDGE COMMONS HOA

¶ Section B. Nominations.