



COUNTRY LAKES HOMEOWNER ASSOCIATION (HOA)

Sub-Committee Responsibilities

Country Lakes HOA currently has five (5) Sub-Committees that work in conjunction with the HOA Board of Directors (Board) and/or the Voting Members Committee (VMC). In all cases, the sub-committees have no authority to spend HOA funds or to enter into agreements without the specific written consent of the HOA Board of Directors. Each sub-committee is responsible for ensuring meetings occur at a regular cadence and any relevant recommendations, concerns, or other applicable matters are presented in writing to the Board and/or VMC in a timely manner.

Sub-Committee members are expected to routinely attend sub-committee meetings and participate in the best interest of the HOA. Specific sub-committee roles and responsibilities are listed below.

Flowerbed Sub-Committee: This sub-committee reports to the Board and is responsible for continued review of flowerbed landscaping within Country Lakes and is responsible for:

- Recommending design ideas for flower beds for each seasonal planting
- Proposing the color and types of flowers to be used in flower beds
- Suggesting ideas regarding the future needs of the Country Lakes flowerbeds

Safety Sub-Committee: This sub-committee reports to the Board and is responsible for helping to mitigate potential safety hazards by:

- Identifying areas within the sub-division that present safety and/or health risks
- Researching potential solutions and recommend mitigating safety practices to the Board
- Communicating with local police departments, city departments, or others to understand legal requirements and potential available assistance in meeting safety recommendations
- Educating homeowners by communicating via safety articles in the HOA Newsletter or other approved methods

Social Sub-Committee: This sub-committee reports to the VMC and is responsible for helping to engage Country Lakes homeowners in manner that fosters open communication and socialization within the neighborhood by:

- Recruiting sub-committee members to foster greater involvement of homeowners
- Identifying events / activities within the neighborhood that provide for charitable contributions, volunteer opportunities, socialization among homeowners, etc.
- Engaging in activities that include adults, youth, and families
- Developing an annual calendar to be shared with the HOA via the website and/or newsletter



Yard of the Month Sub-Committee: This sub-committee reports to the VMC and helps to improve the appearance of the neighborhood by recognizing winners throughout the year for the hard work and dedication to stewardship in homeowner landscaping by:

- Selecting five (5) winners for “Yard of the Month” each month during April through September each year (*Note: The community is divided into five (5) areas with the possibility of each area being awarded one winner per voting period.*)
- Placing the “Yard of the Month” sign in the winner’s yard for a period of one (1) month at the discretion of the homeowner. (*Note: Photographs, names, and addresses of winners will not be published due to previous requests of homeowners citing privacy concerns.*)
- Selecting two (2) winners for Halloween in October and two (2) Christmas yards in December of each year
- Recognizing “Yard of the Month” with a sign only (as no monetary allocations are provided) and promoting “bragging” rights for the selected homeowners

Flag Sub-Committee: This sub-committee reports to the Board and helps to support patriotism by:

- Monitoring the US Flags installed within the community to ensure they remain in good condition
- Removing and replacing flags that are torn and/or shredded
- Retiring flags with the help of the Boy Scouts of American and/or the Veterans of Foreign Wars (VFW)