

## **The Enclave Beautification Committee**

### **Mission Statement:**

To beautify and make the common areas more esthetically pleasing by planting seasonal flowers and plants including as well as posting seasonal flags and decorations being mindful of the diversity of our residents.

### **IDEAS**

To plant seasonal flowers and plants 3-4 times per year at the entrance area including flower/plant containers. Will try to obtain discounts with local growers/greenhouses.

Seasonal banner flags on light poles on Enclave way. (14 poles)

Seasonal/holiday flags (340) on mailboxes (similar to Forth of July flags)

Holiday decorations and lights at the entrance and the clubhouse.

*For Example* (Christmas/Holiday, Easter/Spring, Halloween/Thanksgiving/Fall, National Holidays; President Day, MLK day, Memorial Day, Juneteenth, July fourth, Labor day/ Remembrance Day)

House of the month with an award ie: Discounted HOA fee or 1 Free Clubhouse rental or gift card or other award.

## **Standard Operating Procedures for Payment**

- 1) The committee member in charge of the project will submit a budget for the specified project before the project date to the committee liaison.
- 2) The committee liaison will submit the budget for the specified project to the Board of Directors for approval.
- 3) The board will send approval to the liaison within 5 days.
- 4) The committee member in charge of the project will be given a specified amount of money that can be spent on the project.
- 5) The committee member in charge of the project will submit receipts to the liaison for reimbursement. Receipts may be scanned and sent to the Board of Directors via email at [enclavehoaaga@outlook.com](mailto:enclavehoaaga@outlook.com) or handed directly to the Treasurer. If scanned, original receipts must be submitted no later than December 31 of the current year for the Boards files of record.
- 6) The liaison will submit receipts to the Board of Directors for Committee Member reimbursement. Any amount of money spent above and beyond the Board of Directors approved amount will be personally responsible for that amount and not be reimbursed for the overage unless the Board of Directors approves an increase via a Board resolution.