Twin Brooks Homeowners Association, Inc

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Volunteer Opportunities

Task	Approximate Time	Frequency
Distribute Newsletters. Tape a folded newsletter on each mailbox. We will provide the newsletters and tape.	1.5- 2 hours.	1-4 times per year. You can select 1 or 4 times. We usually distribute 4 newsletters per year.
Judge the Yard of the Month and/or Christmas Contest. Drive around the community and select the top 3 homes. Ideally, we would like to have 3 judges.	10-15 minutes.	Yard of the Month is done 5 months, from April to August. 1-5 times per year. You can select 1 or 5 times.
Update the Bulletin Board at the entrance with Meeting dates and/or events. We will give you the letters to add/replace.	10-15 minutes.	1-4 times per year. We usually meet 4 times per year. You can select 1 or 4 times.
Water the decorative trees at the entrance. Get the water hose and go across the street to water the trees on the wall side.	30-40 minutes.	1-5 times per year, from May to September. You can select 1 or 5 times.
Serve as a HOA Officer – Treasurer is one important role needed. We will give you access to our HOA outlook, bank account, PayPal and owner records to record assessment payments.	10-20 minutes.	1 time weekly from January to April. Then sporadically after April.
Serve as a HOA Officer – Secretary is one important role needed. You would prepare the meeting agenda, sign in sheet, and minutes. We will give you the printer, paper, and ink to print the necessary documents for meetings.	10-20 minutes to prepare the agenda. 30 minutes to 1 hour to type the minutes.	4 times per year.
Serve as member of the Architectural Committee (ACC). The committee needs 3-5 members. Send property modification requests to homeowners. Review, approve/disapprove property modification requests following our Declaration. We will give you access to Outlook.	10-20 minutes per review.	It depends on how many homeowners make property modifications, is safe to say 2-6 per year.
Decorate the Entrance. Place USA flags before Memoria Day Weekend, Fourth of July and Veterans Day. Place Christmas wreaths at the entrance. Store the decorations in your home. We will give you the flags and wreaths. You will need an extension cord to connect one wreath to the electrical outlet.	10-20 minutes.	3-5 times per year.