

CONSERVATORY HOMEOWNERS ASSOCIATION, INC
COMMUNITY CENTER OPERATIONS COMMITTEE

PURPOSE

The Community Center Operations Committee (CCOC) shall act as a standing committee to assist the HOA Board of Directors (BOD) in managing the maintenance, operations and safety of the Conservatory Community Center building, pool deck and grounds to ensure added value to our community. The CCOC's primary role is to monitor the maintenance of the clubhouse areas and to provide information and options to enable the HOA BOD to make fully informed decisions for the Association.

MEMBERSHIP

The Community Center Operations Committee is comprised entirely of resident volunteers of the Conservatory. The Committee membership will not be limited to a specific number. In general, all those interested can participate. A Conservatory Board member will be assigned as a liaison and is to be an active member of this committee, including holding chair positions.

COMMITTEE LEADERSHIP

Community Center Operations Committee Chairs, Co-chairs and/or Assistant Chairs will be appointed by the HOA Board. They will act as a liaison between the committee, the Board of Directors, and the Community Manager.

MEETINGS

The CCOC will meet once per quarter or when appropriate to their assignment. The meeting should take place at the time, place and discretion of the committee. A designated person on the committee will take notes or minutes, which will be given to the Board and Management for appropriate filling. A chairperson from the CCMC will attend monthly Board meetings and provide a monthly written report ten days prior to the monthly Board meeting.

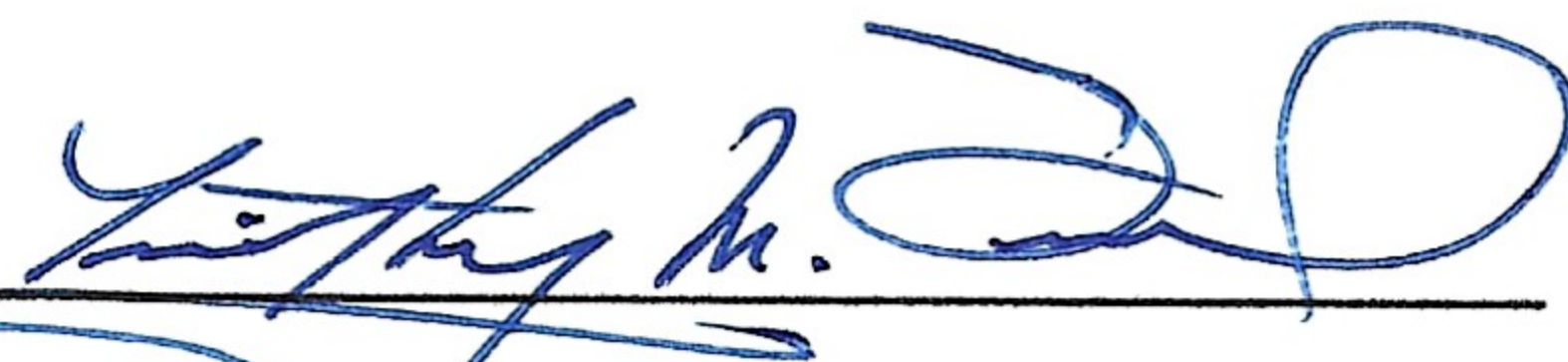
RESPONSIBILITIES AND DUTIES

1. The CCOC's main purpose is to ensure that the Conservatory Community Center is being maintained. This would include landscaping and snow removal in addition to the Community Center and Pool Deck structures and furniture.
2. The CCOC should devise a system for quickly responding to reports of problems with the Community Center buildings and grounds. This system can be routine meetings, or through other forms of communications (i.e. text, telephone, email etc.).

3. A member of the CCOC will survey the Community Center, pool and grounds area on a weekly basis to inspect for vandalism and items in need of repair and notify the HOA Board via its assigned HOA Board liaison when necessary.
4. The CCOC may, at its choosing, organize other activities related to maintaining the clubhouse and grounds, such as volunteer cleaning days.
5. The CCOC will make recommendations to the HOA BOD regarding any required repairs to the clubhouse area. Proposals for major expenditures (such as new pool furniture) should be submitted by August for inclusion in the next year's budget.
6. The CCOC will participate in the following specific activities during the year.
 - a. Ensure all signs are posted for community events, updated and accurate with coordination with the committees sponsoring said events.
 - b. The CCOC chairs will participate in the walk throughs for the reserve studies and the landscape company.
 - c. The CCOC will assist in keeping inventory count of all pool and clubhouse furniture, including chairs, tables, lounges and umbrellas.
 - d. Periodic checks on doors and gates to ensure that locks are secured and in working order where appropriate.
 - e. Periodic checks on lights in and around the clubhouse, pool and parking lot are working and change light bulbs or report the need for professional help as appropriate.
 - f. The CCOC will assist other HOA committees at the HOA Board's request.
 - g. The CCOC will be responsible for storage of banners, grills and any other recreational equipment stored in the pool house.
 - h. The CCOC will assist the Community Manager when requested to do pre-job walk throughs and inspections after the work is completed.
 - i. The CCOC will be responsible for caring for the US Flag including responding to half staff alerts.

By: 

Helen Hardin, President

By: 
Tim Siml, Secretary

Date: Updated May 13, 2021 5/20/2021