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**Duties of the Board Member at Large and Roles and Responsibilities for three key committees as submitted by Mel Hunker, January 14, 2003.**

The position of the Board Member at Large is to provide leadership and act as the point person for the various committees of our association. It is understood that the roles and responsibilities of both the Board Member at Large and the committees will reflect those stated in the Wynstone Townhomes Association Declaration, Article V. Rights and Obligation of the Association and Article VI. Obligations of the Owners.

Each committee will strive to maintain the high quality of our association through working on existing issues, proactively addressing potential issues and maintaining good communication. Each committee will regularly review existing practices and any past actions to ensure consistency and compliance. It is possible that over time, specific tasks can be changed, updated or be coordinated with another committee as long as the overall association objectives are achieved.

**Board Member at Large Duties:**

- Coordinate all committee functions
    1. Grounds Maintenance Committee
    2. Architectural and Building Maintenance Committee
    3. Property Enhancement (ex: plantings, beautification) and Social Committee (ex: calling tree)
  - Appoint a chairperson and assist in solicitation of volunteers
  - Meet with the chairperson before each regular board meeting to collect and report on information regarding their activities.
  - Status report will be given to other board members. Further study or review to be done, if required.
  - Assist with other projects that may be raised.
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GROUNDS

MAINTENANCE

COMMITTEE

Stan Gillman ,and Gene Kamin

Hi, guys hope you are enjoying your winter vacation, as it has been and still is  
VERY COLD here.

Let me again express my appreciation for your assistance in making 2003 a  
great success. THANKS !

IM in the process of developing the various Committee Volunteers for year 2004  
and hope I can still count on your assistance when and where required as well  
any suggestions that would improve the Wynstone Community.

For your information attached is a copy of the various Committee responsibilities,  
and who will be serving in year 2004 , unless IM informed otherwise.

Any questions please feel free to give me a call 952-937-2968.

Mel Hunker Board Member At Large.            THANKS!

PS. Herb Legler has offered to serve with us.

Copy to Herb Legler

## ARCHITECTURAL AND BUILDING MAINTENANCE COMMITTEE

Joe Rogness , Jim Carroll , James Heller, Helen Carlson:

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Mel Hunker Board Member At Large. THANKS!

PS; James Carroll has offered to serve with us.

PROPERTY ENHANCEMENT AND SOCIAL COMMITTEE

Gloria Husby, Melva Mayclin, Betsey Whitbeck, Marilyn Legler, Shirley Hunker

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Mel Hunker Board Member At Large. THANKS!

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### **Architectural and Building Maintenance Committee**

- Review pond area
- Regular communication with Board Member at Large
- Attend board meetings when required
- Investigate options for proposals (as needed)
- Solicit member support for policy changes or expenditures (as needed)
- Submit agenda items for board meetings (monthly)
- Review proposals and make recommendations to the board (as needed)
- Document architectural rules and regulations (annually)
- Recommend, act upon inspections and/or other suggestions to reduce risk of repairs
- Process maintenance requests (submit to the board)
- Research repair options for insurance claims (as needed)
- Review exterior warranty issues (as needed)

### **Property Enhancement and Social Committee**

- Present to the board ideas or suggestions to enhance the appearance of the Common Grounds area
- Solicit member support for policy changes or expenditures (as needed)
- Coordinate refreshment needs for annual association meeting
- Submit agenda (when applicable) for regular board meeting
- Oversee a "Welcome Wagon" procedure for new owners (solicit assistance as needed)
- Develop a neighborhood watch program
- Coordinate Support Neighborhood Night Out activities

# **WYNSTONE TOWN HOMES ASSOCIATION**

## **Grounds Maintenance Committee**

### **Roles And Responsibilities**

- **Oversee Contracts For Snow Removal, Lawn Care and Sprinklers**
- **Serve as point of contract for Ground Maintenance Vendors,  
And notify Board Member at Large Issues That Require Action**
- **Provide Recommendations for Maintenance Contract Renewal ( Submit Board)**
- **Monitor Sprinkler Settings For Lawns, Shrubs and Trees**
- **Order Sprinkler Fall Line blow outs and Spring Turn-on**
- **Read water meter at time for fall turn off, ( report Numbers to treasure)**
- **Record Maintenance requests and solutions ( Report to board as needed)**
- **Submit Agenda Items for Board and Association Meetings**

WYNSTONE TOWNHOMES ASSOCIATION COMMITTEE VOLUNTEERS

GROUNDS MAINTENANCE COMMITTEE

STAN GILLMAN

GENE KAMIN

HERB LEGLER

ARCHITECTURAL AND BUILDING MAINTENANCE COMMITTEE

JOE ROGNESS

JIM CARROLL

JAMES HELLER

HELEN CARLSON

PROPERTY ENHANCEMENT AND SOCIAL COMMITTEE

GLORIA HUSBY

MELVA MAYCLIN

BETSEY WHITBECK

MARILYN LEGLER

SHIRLEY HUNKER