

Isles at the Highlands committee structure



Committee

Responsibilities

Buildings and Grounds:

(The chair or liaison would report the following to board/manager):

Early summer walk around inspection, report to manager for review. (I prepare one as well and can attend).

Ideas for improvements

Bid special projects/wish list

Communicate to manager if they believe a grass cutting needs skipped.

Complaints received should be reported to manager

Errors or services issues

Help with recommending community standards

Clubhouse/Pool

Daily pool testing schedule coordination

Inspect before/after reservations for damages

Report issues to manager

Make suggestions for repairs/updates/new items/purchases

Stock supplies, send receipt to manager for reimbursement or ask manager to purchase supplies

Social/Community connection

Self-Explanatory but essentially to draw the community together periodically to build and strengthen relationships and celebrate special occasions

Care/Communication

Send cards to ill residents

Instruct manager to make \$50 donation for the passing of resident or immediate loved one.

Help elderly with small tasks

Communicate with shut-ins

Communicate to board/manager when someone is ill

Neighborhood watch awareness

Web site management

Maintain and enhance the Isles web site

Keep it current and work with the board to communicate to the community.