

Tuscany Subdivision at Tampa Palms Owners Association Committee Roles & Duties

STANDING COMMITTEES:

We have two standing committees. Standing committees are listed in the bylaws and are considered a permanent part of the HOA.

Architectural Review Committee

(This Committee is established in our Bylaws.)

The role of the Architectural Review Committee (ARC) is to maintain property values by keeping the land and structures (private and common) within the community compliant with the covenants, conditions, and restrictions established in our governing documents.

Duties: Understand the Deed Restrictions of the community. Review Architectural Change requests submitted to the Association by homeowners and apply the Deed Restrictions, granting or denying the request or requesting further information from the homeowner.

Compliance Hearing Committee

(This Committee is established in our Bylaws and is regulated by Florida Statutes.)

When a homeowner is assessed a fine by the Board for a continuing violation, the homeowner has the right to dispute the fine and request a hearing.

If a hearing is requested, it will be held before the Hearing Committee appointed by the Board of Directors, and the alleged violator shall be given a reasonable opportunity to be heard. The Committee will make a recommendation to the Board as to whether the fine should be levied.

The Committee meets only when a hearing has been requested by a homeowner deemed to be in violation. The Committee must not include Board members.

SPECIAL (AD HOC) COMMITTEES:

Special committees are created by the Board to perform specific tasks. One function may be to investigate a matter and to advise the Board. Another function may be to carry out a task assigned by the Board. A committee assigned to carry out a specific task is usually a small one so that its members can more easily meet and get the work done.

Finance Committee

The primary role of the Finance Committee is to provide financial oversight for the organization. The committee will review the finances of the HOA and make recommendations to the Board. Typical tasks include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. The HOA Treasurer will sit on the Board as the Chair.

Assist the Treasurer with the duties outlined in the Bylaws.
Develop an annual operating budget with staff.

Approve the budget within the finance committee.
Monitor adherence to the budget.
Set long-range financial goals along with funding strategies to achieve them, which includes reserves.
Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.
Present all financial goals and proposals to the Board for approval.

Landscape Committee

The role of the Landscape Committee is to promote and preserve the established look and feel of the landscaping plan and standards of the community as it pertains to both homeowner and common property.

Duties: Review the landscaping contract to understand the current duties and costs; review RFPs for new contracts; make suggestions on ways to help our community grow even more beautiful while keeping the budget and consistent look of the community in mind.

Social Committee

The role of the Social Committee is to create and promote events and activities to enhance homeowner interaction and build an inclusive and friendly community.

Work with the Board to plan community events and activities, establishing and requesting a budget when necessary. The Social Committee may choose to utilize traditional (for example, a newsletter, the information boxes by the gates) or social media (e.g. a Tuscany Social Facebook group) to promote community activities and neighborly interaction.

Orientation Committee

Role: Responds to the notification of a home sale or rental to deliver welcome and greetings to all new residents on behalf of the Association.

Duties: Decide on the materials new residents need to make an easy transition into the community including rules & regulations. Make appointments to visit new residents, providing the materials, answering questions, informing of HOA structure, and offering HOA committee activities and upcoming events. A small welcome gift, such as a plant is also presented.

Neighborhood Watch Committee – This is a new committee!

The purpose of a Neighborhood Watch Committee is to observe and report suspicious activity to the local authorities. Note: The Neighborhood Watch Program is not intended to catch criminals, but to help make the community aware of criminal or suspicious activities.

Duties: Create a Neighborhood Watch plan to inform the community of what to watch for and how to report. Work with local law enforcement in establishing and maintaining a plan.