

# **Villamar Condominium Association, Inc**

## **Volunteer Committees**

**March 14, 2023**

Volunteers are needed for the following committees. Volunteers help us maintain our property and keep our HOA fees below other condo associations in the area.

- 1) Rules and Regulations committee- The committee shall exist for the purpose of reviewing and recommending any changes to the Board of Directors of any Bylaws, Rules and Regulations.
- 2) Pool Committee-The committee shall exist for the purpose of advising and assisting the Board of Directors in oversight of pool rules, maintenance, and proper functioning of the pool.
- 3) Grounds Committee (formerly Landscape committee)- The committee shall exist with the prime objective of advising and assisting the Board of Directors to ensure the common areas are well maintained in an orderly and efficient manner. Including shrub, grass and flower plantings, working sprinkler system, tree trimming and soliciting bids from vendors to maintain the grounds.
- 4) Building Committee ( Building maintenance and improvements)  
The committee shall exist with the purpose of advising and assisting the Board of Directors on any and all building projects.
- 5) Clubhouse Committee- The committee shall exist with the prime objective to study and recommend to the Board of Directors any improvements/modifications to the clubhouse including cost estimates from multiple vendor bids.

6) Compliance Committee- The Committee is established as an ad hoc committee by the Board of Directors to determine violations by owners and guests of the rules and regulations. This committee will be comprised of 3 owners that are not Board Members.

7) Audit Committee- Audits the Treasurer/accounting for the previous year's financial records.

8) Library Committee- The library committee shall exist to review the library inventory, recommend check-in check-out process, donation process and recommend any changes or updates to the inventory and space requirements.

9) Asset Management Committee- The Asset Management Committee has the responsibility to inventory, analyze, assess, and document all capital assets of the Villamar Condominium Association. By using a systematic approach, the committee will provide a periodic quantification that identifies assets, their current condition, expected life, and maintenance and replacement costs. This information is necessary for the Board of Directors to properly determine both estimated infrastructure operating costs and the legally required reserve funding amounts necessary for the annual budgeting process.

**COMPETITIVE BIDS (PREFERABLY 3 OR MORE)  
SHOULD BE OBTAINED FOR ALL PROJECTS.**

**ANY AND ALL PROJECTS MUST BE APPROVED  
BY A VOTE OF THE BOARD OF DIRECTORS TO  
MOVE TO COMPLETION.**

Please email with any questions or volunteering to the website [Villamar100board@outlook.com](mailto:Villamar100board@outlook.com) or by mail or note in the #100 box.