

CHIMNEY SPRINGS HOMEOWNERS' ASSOCIATION, INC.

VOLUNTEER QUESTIONNAIRE FORM

Please complete this form and volunteer to play a leading or supportive role in the activities of our community. A description of each committee's functions is on the back of this form. Our Association is as strong and active as its members, and participation is the essence of community living. Your efforts can help save the Association money! Please VOLUNTEER to help.

NAME _____

ADDRESS _____

PHONE: (Home) _____ (Work) _____

1. Interested in Executive Committee Officer:

President _____ Vice President _____ Treasurer _____ Secretary _____

Areas of Interest/Experience

2. _____ ARCHITECTURAL CONTROL COMMITTEE _____

_____ COMMUNICATIONS COMMITTEE _____

_____ COMMUNITY ACTION COMMITTEE _____

_____ FINANCE & BUDGET COMMITTEE _____

_____ HOSPITALITY COMMITTEE _____

_____ LANDSCAPE COMMITTEE _____

_____ MAINTENANCE COMMITTEE _____

_____ NEIGHBORHOOD EVENTS _____

_____ NEIGHBORHOOD WATCH COMMITTEE _____

_____ POOL COMMITTEE _____

_____ RECREATION COMMITTEE _____

_____ REFURBISHMENT COMMITTEE _____

_____ TENNIS COMMITTEE _____

_____ WEB SITE COMMITTEE _____

3. Are you willing to serve as a committee chairperson? _____

4. I have the following skills which may be of value to the operations and activities of the community: _____

5. When ordering supplies for the Association, the company I work for can provide the following services and/or supplies at a discount: _____

6. COMMENTS/SUGGESTIONS: _____

Please return this completed form to the Chimney Springs Homeowners' Office.

COMMITTEE AND OFFICER DESCRIPTIONS

ARCHITECTURAL CONTROL: Reviews and approves exterior appearance and construction of property improvements, establishes and upholds the Design Standards and the Declaration of Covenants, Restrictions and Easements pertaining to ACC. Assures improvements are in conformity and harmony with external design and quality of the existing standards. Responsible for addressing requests for improvements in a timely manner, notifies members not in compliance, and works with the Board in seeking compliance when necessary. This committee is the only one required by the Declaration.

COMMUNICATIONS: Handles the editing, organization, proofreading, and distribution of the monthly newsletter and "*Jingles*" telephone directory.

COMMUNITY ACTION: Considers matters affecting the general welfare of the community. Tries to attend zoning, Cobb County Commission, and East Cobb Civic Association meetings when necessary.

FINANCE & BUDGET: Reviews financial requirements submitted by committees, considers capital improvements, prepares a detailed annual budget for Board approval. Recommends prudent financial action, oversees monthly financial statements. The Chairperson of this committee serves as Treasurer of the Association.

HOSPITALITY: Greets new members, providing orientation to the community and facilities. Hosts welcome coffees.

LANDSCAPE: Responsible for landscape of the common property, including amenity areas, cul-de-sacs, mini-parks, entrances, and lake area. Oversees the landscape contractor and works closely with the Maintenance and Recreation Committees.

MAINTENANCE: Responsible for the maintenance of the Clubhouse, gazebo, various lighting, signage, sprinkler systems, lake, and utilities.

NEIGHBORHOOD EVENTS: Excluding tennis and swimming, plans community events that appeal to a wider range of members, including children.

NEIGHBORHOOD WATCH: Works with the security officer, providing additional observational patrols. Coordinates and schedules volunteers.

POOL: Oversees the pool management contractor and all pool repairs and maintenance.

RECREATION: Responsible for purchase and repair of all playground equipment and maintenance of basketball courts. Works closely with Landscape and Maintenance Committees.

REFURBISHMENT: Determines the decorative needs of the Clubhouse, hires contractors, and oversees needed work.

TENNIS: Oversees all tennis activities including maintenance, rules, regulations, and policies. Hires the Tennis Pro and coordinates events with him/her. Maintains liaison between ALTA, USTA, and intramural tennis teams.

WEB SITE: Publishes an Internet web site containing Association news, events, and regulations. Facilitates member communications by making forms available and providing an e-mail forum.

The **President**, appointed by the Board of Directors, is the chief executive officer of the Association and subject to the general direction and control of the Board. S/he shall have general and active supervision and charge of all activities of the Association and serve as liaison between the Executive Committee and the Board of Directors.

The **Vice President**, appointed by the Board, is the assistant chief executive officer of the Association and is subject to the direction and control of the President. In the President's absence, the Vice President assumes the responsibilities and authority of the President. The Vice President may be asked by the Board to fill the President's office after the President completes his/her term. Therefore, individuals applying for this position may expect a 2-year commitment.

The **Treasurer** is charged with the management of the finances of the Association and is subject to the direction and control of the President. The Treasurer will be Chair of the Finance and Budget Committee.

The **Secretary** is responsible for recording the minutes of the monthly Executive Committee meetings and for maintaining the official records of the Executive Committee in the Association office. S/he is subject to the direction and control of the President.