



Wesley Place Homeowners Association

Resident Information Compendium

Committee Responsibilities and Duties

Architectural Control

- Review and approve all changes to exterior of properties including landscaping and structural changes.
- Ensure all requests for changes are submitted in writing. Action taken by the Committee must be duly recorded in the Association's files.
- Ensure any changes to the exterior of a property remain in harmony with the rest of the neighborhood.
- Consult with the Grounds Chairperson before approving planting of any new trees, shrubs and bushes to ensure that their planting does not conflict with ongoing plans of the committee.
- Removal of any trees must be approved by the ACC Chair and Grounds Chair.
- Recommend changes to current policies to The Board for consideration.
- Submit monthly reports of projects to The Board for approval.

Social Functions

- Sponsor and organize social events for the WPHA.
- Handle reservations and ensure clubhouse rule and regulations are followed.
- Coordinate opening and closing clubhouse with the Pool Committee for swimmers' restricted use of restroom facilities only.
- Conduct semi-annual inventory of china, crystal and other items belonging to the WPHA.
- Submit monthly report of activities and functions to the Board.

Finance

- Plan and prepare the annual budget to be submitted to The Board no later than the regularly scheduled July meeting each year. This budget shall be derived by:
 - Projecting revenue and expenses for the coming fiscal year,
 - Projecting relevant out-year expenses and the WPHA's ability to meet those expenses at current revenue levels
- If a shortfall in cash flow is foreseen, make recommendations to the Board to reduce expenses and/or increase available funds (I.e., fee increase, assessment, or planned borrowing).
- Provide the Board special financial analysis, explanation of financial conditions to association members.
- Ensure that the Association's monthly financial report is prepared.

Grounds

- Ensure all grounds, including roads and common areas, entrances (except lighting) are maintained and present a favorable impression.
- Supervise, control and schedule the grounds maintenance contractor and ensure he/she performs as provided for in the contract.
- Solicit and obtain bids for grounds and tree/shrubs maintenance.
- Coordinate and supervise ground drainage problem repairs On common property



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- Recommend changes of current policies and procedures to The Board for consideration.
- Provide input to the Architectural Control Chair concerning homeowner requests to plant new trees, shrubs or bushes.
- Submit monthly report to The Board.

Maintenance

- Coordinate and supervise necessary repairs to exterior areas (except glass) including roof and skylight leaks (inside water damage is homeowner's responsibility), gutters and downspouts, damaged streetlights, entrances, signs and their posts, etc.
- Coordinate termite control of clubhouse and pool pump house.
- Secure bids for painting and necessary pre-painting repairs from at least three qualified sources-obtain Board approval of contract.
- Inform homeowners that they are responsible for fences, garage and entrance doors and all glass surfaces. The Association will have these repairs painted or stained at no cost to the homeowner.
- Maintain a log of job order requests, their status and completion dates and costs.
- Arrange for gutter cleaning for all homes once annually.
- Supervise Lamplighter committee to ensure bulbs are replaced when needed (includes Street lampposts as well as at both entrances to Wesley Place), and maintain an inventory of replacement bulbs and lamppost caps for these purposes.
- Coordinate and supervise necessary repairs to exterior, HVAC, electrical, and plumbing issues at Clubhouse as needed and change air filters (quarterly).
- Recommend changes of current policies and procedures to The Board for consideration.
- Provide monthly report of activity at each board meeting.

Pool

- Determine and announce pool opening and closing dates.
- Supervise pool management and operations. Ensure health department certification is current and in order during the pool season.
- Control and issue pool gate keys.
- Coordinate and supervise regular pool cleaning and maintenance.
- Ensure pool area telephone is in service whenever pool is open for use.
- Coordinate use of restrooms with Clubhouse Committee.
- Recommend changes of current policies, safety rules, and procedures to The Board for consideration.
- During pool season provide monthly report of activity to The Board.



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Roads

- Regularly monitor roads in Wesley Place and advise Board of maintenance needs.
- Develop needs assessment and secure bids for any work requested by Board.
- Supervise and roadwork performed and inform residents of scope of work
- Notify any providers who regularly use our roads when roadwork is ongoing.
- Approve roadwork on completion, review billing statements and submit for payment.
- Develop and maintain long-term plan for roads /improvements.

Welcoming

- Make an in-person visit to deliver new residents a welcoming letter signed by the President, current Resident list and Resident Map, Board and Committee Roster, and information on how to access all Resident documents online (deliver printed Resident Information Package if requested).
- Advise Webmaster when your book supply is low so that additional copies of the most current version of the package can be made. The Association Secretary will ensure the book is updated before a new batch is printed.

Westland West Community Association Liaison

- As appropriate, represent the WPHA at meetings or other planned functions concerning issues that do or could affect Wesley Place.
- Provide the Board updates on issues or plans which could affect Wesley Place and/or which might require the WPHA's direct involvement.

Updated July, 2019



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Attachment A. Declaration of Covenants, Conditions, & Restrictions

Notice

This document, The Declaration of Covenants, Conditions, & Restrictions, was prepared by scanning original documents that were not of the highest quality. While an effort to check these documents was made, some typographical errors may still exist. Please report any errors found to the Wesley Place webmaster.