

Tasks, Projects, and Committees for VOW Volunteers

_____ Litter Pick-up: any time, anywhere, anyone. All ages are asked to help! Some "work days" may be scheduled, but you can help any time the spirit moves you.

_____ Cleanup of many unseen Common Areas - especially around the edges of VOW: Some "work days" will be scheduled when families and anyone interested may join with residents who know our storm water ultimately makes its way into the Chesapeake Bay and who can encourage and even educate us as we work to make a difference beyond our community.

_____ Pool Clean-up for opening day: Once a year on a scheduled Saturday in May, join in preparing the pool for the season.

_____ Clubhouse rental check-in/out: In coordination with Clubhouse Committee and Berkeley Management, reliable help is needed. If enough people volunteer this may be only a monthly responsibility. (Clubhouse rental at present averages 2 or 3 rentals a month.)

_____ Day's painting of interior of clubhouse: If enough people are willing, we may be able to save considerable money by accomplishing this ourselves. Paint and brushes etc. will be supplied.

_____ Weekly Monday putting out of clubhouse trash bins for pickup and returning them to storage spot: Depending on number of respondents, responsibility can be shared on monthly, backup, or semi-annual basis.

_____ Clubhouse Committee membership: Background work has been done on committee responsibilities - now they just need to be divided up and followed through upon. Organizational meeting and occasional gatherings depending on decisions of committee. In the near future this committee may be responsible for the refurbishing of the clubhouse and choosing of new decor. Chairperson also needed.

_____ Grounds Beautification: A twice yearly availability for plantings at entrance and along Wellesley Blvd. Even if you aren't available on the day designated, your name on the list to call or notify will be greatly appreciated.

_____ Posting of announcements on entrance sign: The Board will direct what announcements are to be displayed and when. (And, a new sign is being considered at this time so the job can only get easier!)

_____ Dogi-Pot maintenance: Regular checking for availability of bags and weekly disposal of bags for trash. Any number of people could rotate responsibility for our two stations. (And, a third one is also being considered.) Supplies provided.

_____ Yearly clubhouse kitchen scrubbing: Although we do have a hired service during the month, some believe a good yearly scrubbing is what we'd like to do ourselves.

_____ Disclosure Packet Preparation. When disclosure packets are prepared by a resident responsible to the Board, the HOA receives the \$100 fee. If Berkeley prepares the packets for us, they receive the fee. Previously the Secretary of the Board provided this function although that isn't

always possible. All materials will be provided and coordination is done with Berkeley Management. Actually earn money for the HOA!

_____ Annual Meeting Support: Help with checking in of residents, collection of proxies, and ballot counting. Once a year for an evening.

_____ Special person or Small Ad Hoc group to further investigate the possibility of a well for irrigation purposes: The Board has already pursued some costs, but someone to lead in shepherding the process of gathering all information, preparing proposal, and seeing it to its conclusion would be enormously helpful for the Board.

_____ Upkeep of Community Bulletin Board: in coordination with Social and Communication Committee needs and with the website and entrance sign.

_____ Communications interest? We are evolving in our use of email and our website for getting out information to residents. We also don't wish to forget those in VOW who don't use computers - hence the FYI Memo. An official communications committee is being considered to support the vitality of our community networks.

Committee Memberships - each one is fluid and has different expectations of time commitment.

_____ Grounds Committee: Long defunct, and the grounds are showing a bit of neglect. This committee's first objective will be to make an overview of needs (perhaps an ad hoc group?). A primary responsibility is to be the contact point for the landscaping company and to consult on our contract. (Not the same as Grounds Beautification or Garden Club.)

_____ Pool Committee: most of the work of this committee is in the summer and its monitoring of the pool's safety, upkeep, and usage. The Committee works with the Board in securing the contract which provides life guard service and pool maintenance for the summer.

_____ Social Committee: needs a variety of ages represented to consider social events for the community and help carry them through - e.g. Fourth of July Parade, Community-wide Picnic, Adult Only Swim Night. Even if you are not on the committee officially, your help may be offered for any one particular event.

_____ Architectural Review Committee: monitors covenant standards in the community and makes decisions on requests for architectural additions to residences.

_____ **Give your input** or find out what is going on in VOW through Board Meeting Attendance. Six times a year - every other month beginning in January and scheduled mostly on the 3rd Monday of the month. Or, just call a Board Member any time if you want to be heard.

Please signal your interest by signing this paper and either placing in the box at the door of the Annual Meeting, or mail or deliver it to Board Member Mary Hansley at 6219 Chelsea Crescent or Mark McCullough at 4804 Cotswold Court.

NAME (please print) _____

PHONE NUMBER AND/OR EMAIL ADDRESS _____