

Committee Handbook

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INTRODUCTION

Thank you for volunteering your time to participate in a committee at Rainberry Bay. Our committees play a vital role in the quality of life by their contributions of time and effort.

This board-approved handbook will serve to help your committee understand the scope of responsibilities, reporting structure, member requirements and other critical information important to making your committee run effectively.

Keep in mind that all committees serve at the pleasure of the board in an advisory capacity only. **As such, they can take no direct action or spend association money without prior approval from the Board.** The Board of Directors will consider all recommendations of committees, but is not bound to accept or approve such recommendations.

Each committee will develop a set of operational guidelines for board approval and a "succession" guide to help future committee members in performing their roles. This guide should be as comprehensive as possible and must include a description of tasks, timelines, vendor contacts and resources used to accomplish the committee work.

Each committee will also provide a completed information form which will include the names and contact information for its members along with other information that will keep the board informed about the structure of the committee

All committees will establish meeting times that ensure the maximum participation of their members and liaison.

Each committee will report to the board, via their liaison, on a schedule stated in their list of responsibilities. If the committee collects and/or distributes funds, an accounting of those funds must be included in their reports.

Unless otherwise specified, all committees must consist of a minimum of three members of which one may be the chairperson and include residents from both Homes and Villas as well as the Master Association where appropriate.

ARCHITECTURAL CONTROL BOARD

The Architectural Control Board (ACB) processes all requests for architectural and landscaping changes as defined in the Rainberry Bay Rules and Regulations and these ACB Rules. The authority for ACB decisions derives from Sections 12 and 13 of Article VI of the Master Association Documents of Rainberry Bay.

The purpose of this Board is to fairly and uniformly apply the applicable guidelines to all exterior improvements to structures in Rainberry Bay thus preserving the appearance and uniformity of the community. This Board must be familiar with the Rules and Regulations of Rainberry Bay pertaining to Architectural Control as well as Article VI, Section 12 and 13 of the Declaration and Section 720.3035 of Florida Statute. They must also be familiar with the stated guidelines for the Architectural Control Committee.

This Board reviews resident plans for EXTERIOR renovations or additions, including but not limited to, patios, screen structures, concrete pads and driveways. The will ensure that the plans comply with stated guidelines in the documents with regards to construction methods, materials, color, etc. Residents and their contractors should be referred to these guidelines when planning their projects. The Board is not responsible for insuring that a project conforms to government regulations. Obtaining a permit does not necessarily mean you will get architectural approval.

The Board should periodically review and update resident forms used for the approval process. Once the application is completed, the committee is required to render a decision within 21 days of submission of the final application.

The committee should be comprised of five members, one chairperson appointed by the board, and at least two members each from the Homes and Villas Associations.

ARCHIVING

This committee will establish a protocol for preserving the historical records of the Rainberry Bay community. The committee will review, organize and scan such items as minutes, committee data, management notes, financials and pictures. It will also seek to locate and preserve project plans, previous reserve studies, floor plans, maps and architectural plans. Any items requiring a large format scanner will be submitted to the property manager to be sent out to a commercial copy shop on the manager's discretionary budget.

The committee will endeavor to provide information from this database requested by residents, committees and board members when submitted in writing. The exact time frame for response will be dependent on the amount of information requested, the urgency of the request and the availability of the committee member to conduct the search. Every effort will be made to supply the information as soon as possible.

BEACON

The Beacon newsletter publishes information about upcoming events and activities in Rainberry Bay. The Beacon also publishes articles from clubs, committees, board of directors and management, as well as personal announcements and advertisements.

The committee will establish written criteria for:

- Who may submit articles
- Permitted length of articles
- Restrictions on content of articles or advertisements
- Size and cost of advertising

The information and access to programs necessary to produce the publications shall be given to a minimum of three committee members in order to ensure its publication without interruption.

Guidelines:

The Beacon is a newsletter whose purpose is the dissemination of information about community events and activities.

The Beacon also provides an outlet for individual creativeness. We welcome varied articles submitted by residents.

The Beacon aims to be a positive and constructive force. Nothing contentious, divisive, or destructive will be published; the Beacon should be an element for bringing people together, not dividing them. Nothing of a religious or political nature will be published.

All articles submitted must be in writing and signed by the contributor. Material submitted anonymously will be discarded. The Beacon editorial staff reserves the right to edit all material for timeliness, length, and repetitiveness, as well as for clarity and mechanics of writing. Material which needs clarification, verification, or major revision will be returned for further editing by the contributor. The Beacon strives to be impartial and accurate in its reporting. It also endeavors to be innovative, creative and, at all times, open to new ideas and suggestions from the community.

BEAUTIFICATION

The committee will gather input from their members, the board, and residents regarding issues for beautification including, but not limited to ways to beautify this community towards future sales, as noted below. There should be no overlap with Landscaping or Management Oversight but may work with Community Planning and the Green Committee.

Work Flow:

- Committee members, representing Villas and Homes, report to Chair
- Chair reports and discusses with Board Liaison
- Board Chair will discuss with Master Board President for agenda determination
- Liaison will report to Chair all board decisions
- Chair will report all findings to Committee.

Items to be considered are signage, lighting, tennis corners, potted plants, orchids on trees, decorative touches around mailboxes, plantings at “dead end” block circles, among other items to help marketability of our community. Coordination with Community Planning may be helpful.

BLOCK CAPTAINS

This committee will be responsible for greeting all new residents to familiarize them with the community. They will encourage residents to join committees and participate in Rainberry Bay functions.

The members will help owners become familiar with our rules and regulations as well as the general operation of the community and board of directors. They will assist residents in understanding the methods of placing work orders and guide them through escalating orders that don't receive reasonably prompt attention.

The committee will collect and distribute funds to purchase equipment for various Delray Police, Fire and medical responders as well as select employees via a holiday fund.

The committee will meet as often as necessary to accomplish their goals.

Guidelines:

- Welcome new residents; provide a Welcome Booklet and information about Rainberry Bay clubs.
- Encourage homeowners to join in committee activities.
- Assist homeowners with maintenance requests: after the homeowner has submitted an initial work order and a follow up work order for the same issue without satisfactory resolution, the homeowner can contact the Block Captain to assist. The Block Captain will advise the committee chairperson who will intervene with property management for resolution of the issue. Homes or Villas board will be advised, if requested.
- Participate with the collection of the Holiday Fund and distribute the donated monies to the Delray Beach Police and Fire / Paramedics Departments for needed equipment. Additionally, a portion of the monies collected are distributed as holiday gifts to select staff of the management and security companies. Excluded staff are: property manager, assistant manager, property maintenance supervisor and the supervisor of the on-site security company.

BOCCE

This committee will coordinate with the tennis director, management and their board liaison regarding the condition of the courts and equipment.

They will develop and maintain an inventory of current equipment and make recommendations for replacement or repair as necessary.

The committee, in conjunction with the tennis director will seek and recommend ways to utilize the bocce area more fully for the benefit of all of the residents.

The committee will have a minimum of three members and meet monthly from November-April and as often as necessary during the remainder of the year.

BUDGET AND FINANCE

The Budget and Finance committee will work with the Board and management to ensure that financial statements are accurate and timely.

They will analyze monthly financial statements so that money is spent in an appropriate manner and offer suggestions to the board of any changes or improvements that would benefit the community.

The committee will work with the association treasurers and various committees to help management prepare an annual budget.

They will use all available information to assist in the development of a plan for future expenses.

This committee will include the three association treasurers and may include up to two ~~five~~ additional members of which homes and villas should both be represented.

The Budget and Finance committee will meet on a monthly basis to review monthly statements and cash positions for all three Associations.

CALENDAR

This committee is responsible for scheduling all approved club events following the procedures approved by the board. All board meeting times and locations, club and committee meetings, classes and recreational events will be posted on the calendar.

The committee will advise those wishing to schedule an event about the availability of space for meetings and events and be mindful of the necessary time for set up and breakdown when scheduling. The committee will meet as often as necessary to accomplish their goals.

1. 'Season' is defined as October 1 through May 15.
2. The Calendar Committee will input regularly scheduled club and committee meeting dates.
3. Prior to the April Calendar meeting dates should be submitted by the Clubs with contracts.
4. The Calendar will reserve dates for the following 'season' in this order: Social Club*/ 21st Century Club contracted cabarets; the Men's and Women's Club; Theatre Arts performance(s) and rehearsals as required; Classes.
5. At the April meeting all other Clubs shall pick random numbers, choosing their initial three dates for the following 'season.' Event dates are requested in writing, preferably via email from all RB Clubs at that time. The Calendar will request compromise and cooperation from all Clubs to meet the needs of each group.
6. After the calendar has input and approved these dates each club and committee may choose additional dates for 'season' by checking the calendar, located on www.myrainberrybay.com. Additional dates will be submitted to the Calendar via email (rbcalendar@yahoo.com). Neither scheduling nor signing of any contracts shall be done before approval from the Calendar Committee. Dates must be approved by and posted on the calendar prior to any posting on RIC, the website, or in the Beacon. Each club and committee is required to provide set-up information to management.
7. Any club or committee that cancels any scheduled event must notify the Calendar Committee and management (where set-up is required) within three (3) days of event cancellation so that the date may be made available to others.
8. There must be a minimum of 30 days between Gambling trips, including but not limited to casino trips and/or venues holding any event with live or electronic betting. Any outside event where a casino stop is made is excluded from this limitation. Bingo events must be scheduled at least 10 days apart.

9. There may be two events on the same day if it does not cause a financial burden or conflict for attendance.

10. Calendar will schedule events in the theater or clubhouse as follows: they will be made available as long as there are 24 regular work hours between events for set-up and breakdown, Monday to Saturday, excluding holidays. For holidays, set-ups are done on the last regular work days, prior to the event, between 8am and 4pm. In instances where the sponsor needs additional setup time they will be permitted to set up no earlier than the Monday prior to their event provided the venue is available. Should the venue be unscheduled the weekend before the event, setup can begin a maximum of one week before the event. Special setup needs will not be used to block use of the venue as long as there are a minimum of 5 days available for setup. Set up guidelines are according to the Management contract, subject to change. Any set-up required must be provided by the club/committee to the management office 10-14 days in advance.

11. No outside events/trips will be scheduled by the Calendar Committee without details of the event (i.e. casino, shopping, etc.). These details must be provided as soon as available.
12. Each club and committee is responsible for checking the Calendar monthly, by the 15th of the month, prior to the Beacon going to print.

*The Social Club has turned in their charter (2/13/19) and, if started back up, will be entitled to pick dates.

CITOC (Capital Improvements Technical Oversight)

CITOC will provide technical and construction management advice and assistance to the Board of Directors for proposed capital improvement, renovation and preservation projects for the Rainberry Bay common property, buildings, grounds and infrastructure. After request by a vote of the Board of Directors, the committee will:

- Review potentially needed work based on operating and maintenance experience and history.
- Recommend professional design assistance from architects, engineers and other design professionals as needed to study and evaluate projects selected for consideration.
- Review preliminary drawings and scope of work by design professionals.
- Prepare a project cost estimate for use by the budget committee and Board
- Provide to the contracts committee and the Board, technical scope of work input for preparation of RFP for construction, renovation, or overhaul contractor services.
- Review submitted proposals and report findings to the Board

The CITOC shall be composed of three members, each of whom shall have experience in one or more of the areas of design, construction, operation, management, and inspection of buildings, building systems, and infrastructure. The committee shall enlist the assistance of other ad-hoc members as needed and warranted for particular projects by drawing upon available expertise of other HOA members.

The committee will meet as often as necessary to discuss and agree on technical issues. They will prepare written and oral reports of its findings and recommendations to present to the board. Copies of these reports will be provided to management for retention in the permanent record.

CLUBHOUSE

The clubhouse committee oversees conditions in the clubhouse by reviewing the clubhouse facilities and making recommendations for improvements or repairs needed to their board liaison.

This committee will ensure that equipment such as microphones and audio visual equipment necessary for scheduled events is available and that rooms are set up in accordance with the needs of the group using the facility.

The committee will ensure that keys are available to the facility and equipment at all times. If the member in charge of the key will be off site, the key must be provided to another member who can provide access. This committee will be comprised of a chairperson, an alternate, and ad-hoc members as required.

COMMUNITY MARKETING (formerly Future Planning)

Committee will identify community characteristics: who we are, what are our assets and what is our vision for the future. It will explore ways and means to keep desired characteristics while proposing to the board fiscally responsible projects that will enhance Rainberry Bay and identity from the immediate to the long term.

Areas of involvement may include but are not limited to:

Suggestions for attracting new buyers

Distinguish Rainberry Bay in the real estate market

Identify ways to enhance our existing amenities and improve our quality of life

The committee will consist of a minimum of three members and include residents from both villas and homes. The committee will meet as often as necessary to accomplish their goals.

ELECTION

This committee, together with management, is responsible for the planning and running of the yearly board of director's election in accordance with our documents and Florida Statute.

Their duties include the scheduling of the venue for the election, coordinating the mailing of ballots, preparing a cover letter to explain voting procedures, and recruiting sufficient volunteers for checking in voters, counting ballots on election night.

This committee will schedule the meeting on the calendar and post the information on RIC, Beacon and Rainberry Bay website. This committee will be comprised of a chairperson, an alternate, and ad-hoc members as required.

Guidelines for this committee may be found in the Rules and Regulation of Rainberry Bay.

GREEN COMMITTEE

The Green Committee of Rainberry Bay will educate the community about ways to participate in recycling, reusing and reducing waste.

Members will seek to implement the following suggestions:

Suggest how to reduce garbage collection costs

Hold educational meetings and include speakers as available

Provide Recycling and Waste Management information to new residents and renters

Review community recycling and garbage needs

Host an annual shredding and hazardous waste event.

GRIEVANCE

This committee has a singular purpose, defined by Florida Statute, which is to provide a hearing to residents who have received a board imposed fine or suspension due to rules and regulation infractions. Any resident having received a fine has a right to be heard before a grievance committee which will then determine whether the fine will be upheld or dismissed.

The members of this committee are board appointed and there is to be a minimum of three members with two alternates. These individuals are appointed for a two year term. At least three members must be at every meeting and if the committee, by a majority vote, does not approve a proposed fine or suspension, it may not be imposed.

HURRICANE PREPARATION

General Statement of Purpose

The purpose is to create and implement a hurricane preparedness plan in Rainberry Bay with our current management team, CERT and the Board of Directors. Information will be provided to residents regarding their responsibilities versus those of management and the HOA, so that they can best prepare the inside and outside of their homes before a disaster strikes.

Community Education and Preparedness

Education on Hurricane Preparedness will be provided through articles, e-blasts, RIC, fliers and manuals as well as online links to Palm Beach County and FEMA information.

Events will be held with outside speakers or other relevant activities to educate and enlighten residents. Community meetings will be offered during hurricane season especially when a hurricane is approaching.

Residents are encouraged to have adequate homeowner's insurance to cover repairs should they sustain damage to their homes during a hurricane.

Recovery Following a Hurricane

The purpose is to provide limited and defined services in the community after a storm has passed.

Actions to meet our stated goal:

There are currently two teams to handle needs following a hurricane; a Generator Team and a Security Team. The Security Team will be in place until the Security Company is able to return. The Generator Team will assist with providing power to the Gatehouse and the Theater until power is restored. A "hospitality" team is under consideration. Volunteers may also assist CERT in the clubhouse with medical first aid, emotional support, information and referral according to their interests and abilities.

LANDSCAPING AND IRRIGATION OVERSIGHT (**GROUNDS MAINTENANCE**)

This committee will ensure that its members are aware of the stipulations of the Landscaping and Irrigation contracts.

The committee will gather input from their members, the board, and residents regarding issues that should be brought to Landscaping/management's attention.

The committee will meet regularly (at least monthly) with the Landscaping Supervisor/Management to review these topics and discuss issues pertaining to vendor performance.

The committee will report to the board a summary of all discussions, proposed solutions and timelines agreed to.

In addition to the chairperson this committee will consist of a board representative from each association (one of which can be the liaison) and two resident members from each homes and villas.

The committee will receive a copy of the weekly manager's report.

Work Flow:

- Committee members report to Chair
- Chair reports and discusses with Board Liaison
- Board Chair will discuss with Master Board President for agenda determination
- Liaison will report to Chair all board decisions
- Chair will report all findings to Committee.

Items Under This Committee's Supervision Include:

- Irrigation Maintenance – sprinklers and pipes
- Landscaping Maintenance (mow/edge/blow/privacy & perimeter hedges, string trimmers)
- Tree Trimming & Pruning –visible Palm Trees in front of homes, pole saw up to 16’.

- Weed treatment/fertilization, hedges, outdoor pest control including white fly, sod, and lake.
- Present and future homeowners are responsible for maintaining all plantings installed by past or present homeowners, except for those installed to replace hedges originally installed by the developer. Islands will be cared for, up to 8'.
- Guidelines:
 1. The committee will obtain regular detailed reports from the Landscape and Irrigation contractor on the status of all completed, underway, and pending work on the property and its infrastructure and will review with management the means being taken to keep such work on schedule. These reports will specifically include statistics on the status of all Landscape and Irrigation Work Requests and Landscape and Irrigation Preventive Maintenance Schedule activities.
 2. The committee will routinely obtain from management narrative and statistical reports on all work required by the contract. The committee will promptly identify and report to the Board when additional effort by management is needed to ensure contract requirements are met.
 3. This committee will ensure its members are aware of the stipulations of the Landscape and Irrigation contract as well as those of the vendors.
 4. The committee will gather input from their members, the Board, and residents regarding issues that should be brought to The Landscape and Irrigation Contractor attention.
 5. The committee will meet regularly with The Landscape and Irrigation Contractor to review these topics and to discuss issues pertaining to vendor performance.
 6. The committee will report to the Board a summary of all discussions, proposed solutions and timelines agreed to.
 7. This committee will consist of a Board representative from each association and two members each from homes and villas.
 8. Assisted by the CITOC committee this committee will regularly review logs of the status and operation of the landscape irrigation system.
 9. This committee will consist of three-five members and include residents from both villas and homes.

LEGAL - CONTRACT

This committee will review all proposals submitted to any Association by vendors, to insure that proposals are complete and responsive to the Association's requirements, prior to consideration by the Board of Directors. The committee will identify any inaccuracy, omission or other shortcoming in a written report.

The committee will maintain a relationship with other committees and invite representatives of other committees to attend and contribute to the committee's meetings, as non-voting participants, when expert input is required to evaluate proposed projects and services. The Board liaison may also attend meetings, as a non-voting participant.

The committee will compare the proposal submitted by bidders selected by the Board of Directors against the proposed contract to insure that the deliverables identified in the proposal are also included and quantified in the contract. The committee shall certify that the contract conforms to the terms and conditions specified in the bidder's proposal. Any proposal that is not certified by the committee must be presented with an explanation of the reasons the committee chose not to certify the contract. In each case where the committee reviews a contract, the committee must arrive at its recommendation by majority vote. The Board of Directors will consider the committee's recommendation, but is not bound by the recommendation.

The committee shall meet as needed to review incoming proposals and contracts and submit a written monthly report that identifies all matters upon which the committee has taken action and all pending matters. A representative from the committee will attend all Board meetings when proposals or contracts are to be considered in order to answer questions regarding the committee's recommendations.

The committee shall consist of one chairperson plus one member selected by the Homes Association and one member selected by the Villas Association.

The committee, working with Management, shall maintain a database of all long-term contracts listing, as a minimum, vendor name, contract number, scope of work, start date, end date, annual price (or other contract amount), basic terms, extension provisions, and escalation terms. The purpose of this list is to ensure that extensions, options, and re-compete actions are scheduled for timely action. The committee shall be familiar with the terms and scope of all existing long term contracts and shall use this knowledge in making recommendations to the BOD in regard to upcoming re-competes, extensions, options, etc.

LIBRARY

The Library Committee manages the library located in the Clubhouse. The volunteers work during established hours to check out books, DVDs and other media.

They are responsible for the purchase of new material within the budget established by the Board of Directors.

The committee will organize material, keep a log of users, put away returned items and incorporate donated material into the inventory or dispose of excess items by donations to charity or recycling.

This committee will meet as needed. They will report to the Board through their liaison and include information about materials ordered, budget status, and any issues requiring action by the board.

MANAGEMENT OVERSIGHT

This committee will focus on exterior maintenance issues. Members of the committee should be familiar with the management contract and major vendor contracts overseen by the management company.

The committee will gather input from their members, the board, and residents regarding issues that should be brought to management's attention. The committee will receive a copy of the weekly management report to review, including work order status.

The committee will meet regularly (at least monthly) with management to review these topics and discuss issues pertaining to vendor performance. The committee will submit monthly reports to the board summarizing all discussions, proposed solutions and project management timelines.

In addition to the chairperson this committee will consist of a board representative from each association (one of which can be the liaison) and two resident members from each homes and villas.

Work Flow:

- Committee members report to Oversight Chair
- Oversight Chair reports and discusses with Board Liaison
- Board Chair will discuss with Master Board President for agenda determination
- Liaison will report to Chair all board decisions
- Chair will report all findings to committee.

Items Under This Committee's Supervision Include all common areas including but not limited to:

- Pool, pool houses & Deck Maintenance
- Perimeter Fences
- Roads
- Sidewalks
- Storm Drains
- Theater
- Tree trimming

NOMINATING/ SEARCH

The committee shall use all available communication methods in Rainberry to actively seek volunteers interested in serving on one of the three boards of directors.

This committee will be comprised as outlined in the Rules and Regulations.

The committee will direct interested candidates to fill out the required form and return it to the management office to verify the following criteria:

- Candidates must be a recorded owner of a property in Rainberry Bay or the trustee of a property.
- If running for position on the Homes or Villas board, candidates must be an owner in that association.
- Candidates must be current with all financial obligations.
- Candidates may not have a recorded felony.

This committee will hold informational meetings with the candidates to attend. At these meetings, the committee will explain the procedures leading up to the election and answer any questions the candidates may have about submitting biographies, the date and format of candidate's night, and permitted campaign activities. The committee may not question the candidate's expertise or opinions on issues facing the community.

This committee is responsible for conducting a candidates' night prior to the election. They will coordinate with the calendar committee and election committee to choose a date, verify availability of the venue, and post notice of the meeting in the Beacon, RIC and Web Site.

The committee shall give a report to their board liaison at monthly meetings during the period of time that nominations are in progress and a final report after the close of nominations.

PAINTING/HOMES

The painting committee oversees the painting of the exterior of Homes. This committee will retain a copy of the contract between the community and the chosen vendor to ensure the proper materials and colors are being used and remain consistent with all structures throughout the development.

The committee will develop and maintain a schedule of residences to be painted during each year's paint cycle and make this available to the management office for retention. The committee will compile the list of residences to be painted, along with an estimated cost, by the end of the second quarter of the year for budget purposes.

The committee will ensure that painting intervals do not exceed the manufacturer's warranty and recommendations regarding product life.

The committee will work with management to develop and distribute notices to homes that are on the paint schedule to inform residents of any preparation necessary.

The committee is required to have a chair and an alternate. Each member of the committee should have a full understanding of how the schedule is maintained and all contact information for the vendor.

PAINTING/VILLAS

The painting committee oversees the painting of the exterior of Villas. This committee will retain a copy of the contract between the community and the chosen vendor to ensure the proper materials and colors are being used and remain consistent with all structures throughout the development.

The committee will develop and maintain a schedule of residences to be painted during each year's paint cycle and make this available to the management office for retention. The committee will compile the list of residences to be painted, along with an estimated cost, by the end of the second quarter of the year for budget purposes.

The committee will ensure that painting intervals do not exceed the manufacturer's warranty and recommendations regarding product life.

The committee will work with management to develop and distribute notices to homes that are on the paint schedule to inform residents of any preparation necessary.

The committee is required to have a chair and an alternate. Each member of the committee should have a full understanding of how the schedule is maintained and all contact information for the vendor.

PICKLEBALL

During and post-trial period, this committee will promote pickleball within the community using all methods of communication. This will include articles for the Beacon and a developed email list of interested residents.

The committee will seek to provide opportunities and education for learning the game through clinics and will develop scheduled play throughout the season (October – May).

The committee will endeavor to develop play opportunities with other communities and pursue league participation. The committee will report to the board and liaison on participation levels and suggest improvements to the facility to accommodate the development of pickleball as a valuable amenity for the community. The committee will meet monthly during season and as often as necessary throughout the remained of the year.

RENTALS AND RESALES

This committee is responsible for maintaining all forms required by the association for rental applications and home purchases. The committee should review these forms periodically to make sure that they are up-to-date with requirements established by the board of directors and are streamlined for efficiency.

The committee will review all paperwork to make sure it is complete, verify that the applicant has reviewed the Documents and Rules and Regulations, and conduct an interview with applicants before signing off on the package. Interviews will be scheduled at mutually convenient times, in person if possible. Phone and skype interviews can be conducted when it is not possible to schedule an interview in person.

This committee must maintain a minimum of three members, from both Homes and Villas, and all members should be familiar with the protocol and procedures for approving an applicant.

ROOFING /HOMES

The roofing committee oversees the maintenance of roofs of the homes residences. They are responsible, in conjunction with management, for checking proposals and bills pertaining to roof replacement, roof repairs and necessary roof cleaning. The Homes Roofing Committee will also assume responsibility for roofing issues on all common buildings as well as individual residences.

This committee develops and maintains a schedule of roof inspections and proposed replacements along with pricing to present to the Homes Association Board of Directors for approval.

The committee will maintain a copy of the vendor contract and ensure that proper materials, colors and methods are being used and are consistent throughout the development.

The committee will submit contracts, permits and all pertinent information to the Homes Board of Directors and to the management company for inclusion in the records for that unit when jobs are completed.

The committee will have a chairperson and alternate and meet as often as necessary with the homes board.

ROOFING /VILLAS

The roofing committee oversees the maintenance of roofs of villas residences by reviewing requests from residents in conjunction with management, checking proposals and bills pertaining to roofs, roof repairs and necessary roof cleaning.

This committee develops and maintains a schedule of roof inspections and proposed replacements along with pricing to be presented to the Villas Board of Directors for approval.

The committee will retain a copy of the Vendor Contracts, Permits, Invoices and all pertinent documentation.

The committee will submit Contracts, Permits and all pertinent information to the Villas Board of Directors and to the management Company for inclusion in the records for that unit when jobs are completed.

The committee will develop and distribute notices to homes that are scheduled for Roof Replacement.

The committee will ensure that proper materials, colors, and methods are being used and are consistent throughout the community.

The committee will have a chairperson and alternate and meet as often as necessary with the villas board.

SECURITY

The goal of the Security committee is to assure all residents and guests are safe in our community. The Board of Directors and the Security Company established a set of rules and directions in the form of Post Orders. The head of the Security Committee and its members are responsible for insuring the Post Orders, located on the website, are enforced. The responsibility includes reporting violations of the Post Orders to management, collect and report incidents and violations to management and committee liaison. The Chair of the committee can also field questions from residents, bring issues concerning our Security Company to Board Liaison.

The committee, along with management, will receive incident reports and discuss them if management deems necessary.

The Security Committee shall meet monthly with the Captain of the Guards and management to discuss incidents and problems. All Meetings will be open to residents.

A report will be given by the Security Chair or a committee member at monthly Board meetings.

TELECOMMUNICATION

This committee examines all means of telecommunication in Rainberry Bay to insure that the systems are sufficient for our needs, working properly and that equipment and services are cost effective.

The committee will participate in a review of contracts along with the contract committee for services such as cable, internet and phone. Upon request from the board they will work with management to secure comparison quotes for services and present their findings and recommendations. Committee shall consist of a chair and an alternative.

This committee will be responsible to make sure Rainberry Bay has the most current equipment and packages for residential and business; resolve issues for both residential and business, set up support sessions for residents two to three times annually with the cable provider; check phones and wifi at all pools, clubhouse and theater; answer and resolve resident issues; periodically check bills; work with the office on any issues; make sure wires are buried in a timely manner and check towers; serve as liaison with the telecommunication providers; work on negotiation at contract's completion.

TENNIS

The tennis committee will work with the tennis director to make recommendations to the Board regarding maintenance and condition of the tennis facilities, and upgrades as may be required to enhance the tennis experience at Rainberry Bay.

Under the guidance of the tennis director, the committee will develop and maintain an inventory of current equipment and make recommendations for replacement or repair as necessary.

The committee, in conjunction with the tennis director, will seek and recommend ways to utilize the tennis center grounds more fully for the benefit of all residents.

This committee will have five members and hold open meetings at the tennis center office monthly during tennis season (November-April) and as often as necessary during the remainder of the year.

THEATER MANAGEMENT

The theater management committee observes and makes recommendations to management and the board regarding conditions at the Theater. They will request needed supplies and inform their liaison of any items requiring attention.

The committee will develop a fiscally responsible budget for the theater to be submitted to the budget committee through their liaison.

The committee will assist the groups utilizing the theater to provide the equipment needed and ensure that all rules governing the facility are complied with.

This committee will ensure that a key to the Theater and equipment is available at all times in the event of absence of one or more of its members.

Committee will have a chairperson and an alternate.

WEBSITE/RIC

The committee is responsible for populating the "public" side of the website, which includes information about the current board of directors, communications tools, calendar, photo gallery, clubs, committees, facilities, frequently asked questions, event information and event photos

The committee will also populate the RIC channel with current information about events and meetings as submitted.

The committee will provide administrative access to these systems to a minimum of three members to ensure that the web site and RIC channel are updated during the absence of one or more members. Committee will consist of a chair and alternate and other members as needed.

Approved by the Board: April 24, 2019