

# **Windrush Cove Board of Directors**

**Special Committee Formation  
Recommendation  
February 8, 2022**



# Summary of Special Committees

Committees	Sub-committees
 <b>Communications</b> (4) people	Technical
	Newsletter
	Lost and Found
 <b>Beautification</b> (4) people	Landscaping
	Clubhouse
	Special Projects
 <b>Governance</b> (5) people	Architectural Reviews and Approval
	Code Enforcement and Standardization
	Welcome Committee
 <b>Social</b> (3) people	Book Club
	Arts and Crafts
	Tournaments/Events



# Communications

Total: 4 people

**Mission statement: "To put homeowners in the know"**

01

## Technical (2)

- Build relationship with AmeriTech webmaster
- Post and update Windrush Cove website
- Maintain calendar of events

02

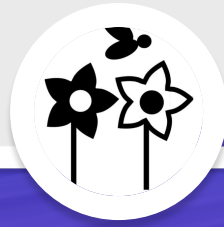
## Newsletter (2)

- Create and distribute monthly newsletter
- Keep onsite bulletin boards relevant

03

## Lost and Found

- Assemble and find owners for lost items



# Beautification

Total: 4 people

**Mission statement: “Beauty - unrefined, to sustain WRC property value”**

01

## Landscaping (2)

- Mulch beds
- Pull weeds in mulched beds
- Plant / tend to flowers

02

## Clubhouse (2)

- Ensure clubhouse is neat / ample toilet paper, paper towel, etc.
- Decorate for remodel and holidays

03

## Special Projects

- Special projects as needed



# Governance

Total: 5 people

Requires 1-2 Board member sponsorship and oversight

**Mission statement: “Whether you live part time or full time at WRC, make this a safe place and respect the rules”**

01

## Architectural Reviews and Approval (2)

- Approve building variances by homeowners
- Meet with board on a regular basis and present architectural modifications
- Recommend person with architecture or engineering experience, familiar with Florida code

02

## Code Enforcement and Standardization (2)

- Enforce “approved renter” rule
- Recommend and approve community standardization (i.e. same house numbers, outdoor lights, etc)

03

## Welcome Committee (1)

- Work with area IRB businesses to provide discounts
- Assemble and present welcome bags to new homeowners / long-term tenants



## Social

Total: 3 people

**Mission statement: "To build a sense of community"**

01

### Book Club (1)

- Post book club schedule
- Communicate calendar and book choice

02

### Arts and Crafts (1)

- Organize Arts and Crafts projects for homeowners
- Communicate calendar and project choice

03

### Tournaments / Events (1)

- Organize and communicate social functions
- Potluck, Shuffleboard Tournaments, etc