**SHILOH DOWNS COMMITEE JOB DESCRIPTIONS**

1. **SAFETY COMMITTEE**
2. Develop relationship with local law enforcement, fire department emergency medical services, disaster management and other local, state and federal agencies to develop strategies and systems to better protect the community.  Invite police officers who patrol your area to come speak at the annual Board meeting. Identify a community liaison within the police department as your main point of contact for security issues, and check in occasionally. We don’t want our first contact with law enforcement to be the result of an incident.
3. Plan community events where neighbors can get to know one another. Neighbors typically look-out for people that have developed relationships.
4. Remind homeowners about security. Publish a monthly safety tip and/or prepare an article for the community Newsletter coordination with the Board. Display crime statistics of your community in a common area at the annual Board meeting or for the Shiloh Downs HOA website. Talk about policies meant to keep your community safe, such as not providing door codes to others, keeping gates shut and not allowing strangers through security measures.
5. Introduce a neighborhood watch program.
6. Create a citizen on patrol program.
7. **ARCHITECTURE COMMITTEE**
8. Have some skills in reading basic architectural blueprint/design.
9. Be willing to sit down with designer or architect to discuss any proposal before making the owner makes an application to reduce cost/frustration.
10. Create general guidelines to make either the new construction or change process go as smoothly as possible.
11. Responsible for maintaining the aesthetic and structural integrity of the association and enforcing the CC&Rs. Review any applications for modifications, additions, or architectural changes in the community.
12. Develop a formal application process using electronic forms for both record purposes and consistency. The process should include a dated “approved” or “disapproved” recording field.
13. Establish a standard check list for all applications.
14. Create a record system for historical purposes and separate variances deviations, ideally the system should be kept electronically with redundancies in place.
15. **LANDSCAPE COMMITTEE**
16. Oversee the “look, beauty and sustainability” of the community landscaping.
17. Creating recommendations for the Board on landscaping improvements within the community.
18. Communicating with representatives from the community’s landscape maintenance provider.
19. Inspecting the work performed by the community’s landscape maintenance provider and provides feedback to the quality of landscape services.
20. Suggesting additions and amendments to the community’s landscape maintenance program.
21. Evaluating RFP (**R**equest **F**or **P**roposal) responses, checking references, and conducting contractor interviews when selecting a new commercial landscape maintenance provider for the community.
22. Providing monthly summary updates to the Board on landscaping and grounds maintenance issues.
23. **SOCIAL COMMITTEE**

1. The purpose of this committee is to foster a cohesive community by organizing fun and interesting events for the entire community such as block-parties, chili or BBQ competitions, block parties, sales and execute these events.
2. Create a budget for each event and present it the Board for consideration.
3. Create an article for the Newsletter to communicate such events.
4. Coordinate holiday events, decorations, signs and lighting as needed.
5. **COMMUNICATION COMMITTEE**
6. Create newsletters, welcome letters and coordinate with all committees regarding their related communication efforts.