

**WALDEN LAKE COMMUNITY ASSOCIATION (WLCA)
2022/2023 OPERATING PLAN**

Revised 05/16/2022

The WLCA comprises nine volunteers, elected Directors (homeowners); and is guided by the Articles of Incorporation, By-Laws, and Master Declaration of Covenants, Conditions and Restrictions, and adopted policies. The WLCA Board of Directors meets once a month to conduct the business of the Association. Nine Directors are elected, and the Standing Committees have been established to meet periodically, review issues, and make recommendations to the full Board at the monthly meetings. Ad Hoc committees are created for a specific task then eliminated. All committee appointments are determined by the board. The purpose and tasks of the committees are described below, committee members must be invited to each meeting with at least 48 hours' notice.

BUDGET, FINANCE, & JOB DESCRIPTIONS COMMITTEE (Chairman—Sisco, Page) Standing Committee

Purpose: To be the Board's lead in management of Association funds.

Tasks:

1. Set budget by October. (Receive Management Company's preliminary budget in August. Review and present to full WLCA Board in September).
2. Committee to review financials in July and December.
3. Conduct annual review of employee job descriptions, performance review of manager, and recommend any pay raises, if warranted.

LANDSCAPING COMMITTEE (Chairman—Page, Sisco, Residents @ Large Jan Griffin and Alicia Powell) Standing Committee

Purpose: To oversee maintenance of all Walden Lake common areas.

Tasks:

1. Create and propose to the complete board the Landscape Master Plan for common areas, cul-de-sacs, and community entrances.
2. Prioritize tasks within the Landscape Master Plan.
3. Provide monthly status of plan to the Board.
4. Work with property manager to make approved improvements happen.

BYLAWS, POLICY AND PROCEDURES COMMITTEE (Chairman—Parrillo, Collins, Page) Standing Committee

Purpose: Developed required Policies supporting WLCA operations

Tasks:

1. Review and update current policy.
2. Develop required new policy.
3. Develop office procedures.
4. Ensure all policy meets state, local and federal guidelines.

PLANNING, RESERVE PLAN & PHYSICAL PLANT, CONTRACTS COMMITTEE (Chairman—Parrillo, Collins, Page) Standing Committee

Purpose: To review reserve plan and contracts for completeness and cost effectiveness.

Tasks:

1. Review contract specs prior to submitting for bids; evaluate the bids, and present recommendations to the Board.
2. Annually update the Reserve Plan.
3. Annually review the management company's contract.
4. Annually review landscape company's contract.
5. Periodically inspect buildings for problems and/or maintenance.
6. Suggest to Board possible future changes and additions to existing buildings or the need for additional buildings.
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COMMUNICATIONS COMMITTEE (Chairman—Soltau, Blizzard, Parrillo) Standing Committee

Purpose: To assist with newsletter and website content.

Tasks:

1. Review all Newsletters prior to publishing for correctness and design.
2. Review any Newsletter Ads as to meeting policy.
3. Postings to Facebook.
4. Assist in the daily maintenance of the website, where applicable.

COMMUNITY INVOLVEMENT & SAFETY COMMITTEE (Chairman—Carlough, Collins, Page,) Standing Committee

Purpose: To represent Walden Lake homeowners with other members of the community that impact Walden Lake interests.

Tasks:

1. Consider Semi-annual meetings with Plant City Mayor and City Manager to update city officials on Walden Lake status and issues. (Meet when issues warrant).
2. Attend City Commissioner or other city, county or state meetings when topics that are expected to impact Walden Lake is being considered.
3. Meet periodically with police to review crime, vandalism and safety issues.
4. Meet periodically or as needed to update and/or create new policies.

SPECIAL EVENTS COMMITTEE (Chairman—Soltau, Page) Standing Committee

Purpose: To assist with any events scheduled and conducted for the residents in the Community.

Tasks:

1. Including the annual Howl-O-Ween Festival event and Community Garage Sale.
2. Other events as approved by the Board.

DEVELOPMENT & ADVISORY COMMITTEE (Chairman—Collins, Page, Parrillo)

The President serves as Ex Officio (nonvoting) on all the Committees thus no more than 3 are on each.