

WALDEN LAKE COMMUNITY ASSOCIATION (WLCA)
2024-25 OPERATING PLAN

Revised 04/18/2024

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—Murphy, Nelson, Parrillo) 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. Participate in annual analysis of employee job descriptions, performance reviews of manager and staff, and recommend any pay raises, if warranted.
4. Review and abstract contracts for the board and assist with the Request for Proposals.

LANDSCAPING COMMITTEE (Chairman—Carlough, Britt, Nelson) Standing Committee

Purpose: Provide analysis and recommendations for maintenance of all Walden Lake common areas to the Board.

Tasks:

1. Provide analysis and recommendations to the Board, as recommended by the vendor for the Landscape Master Plan for common areas, cul-de-sacs, and community entrances.
2. Provide analysis, review and recommendations on the vendor's monthly report and invoices to the Board for approval.
3. Hold recurring meetings of the Landscape Committee as needed and attend joint inspections of community with the landscape contractor, landscape inspection contractor and the Manager.

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

Purpose: Provide analysis and recommendations on policies supporting WLCA operations to the Board.

Tasks:

1. Review and update current policy to the Board.
2. Develop required new policy to the Board.
3. Develop office procedures for the Board.

COMMUNICATIONS COMMITTEE (Chairman—Britt, Carlough, 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. Provide information to the WLCA Office staff for postings to social media.
4. Analyze and provide recommendations for the maintenance of the WLCA website.

COMMUNITY INVOLVEMENT & SAFETY COMMITTEE (Chairman—Collins, Britt, Murphy) Standing Committee

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

Tasks:

1. Attend quarterly 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 Commission 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 & SPORTS COMPLEX COMMITTEE (Chairman—Soltau, Murphy, Nelson) Standing Committee

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

Tasks:

1. Including the annual Fall Festival event and Community Garage Sale.
2. Other events as approved by the Board.
3. Provide analysis and recommendations for improvements to the sports complex and special events areas to the Board.

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

Purpose: Maintain awareness of the developer's plans.

NOMINATING AND ELECTION RULES COMMITTEE (Chairman—Murphy, Britt, Soltau) Standing Committee

Purpose: To ensure elections of directors are in accordance with WLCA documents.

Task:

1. To develop general election rules and schedule of possible candidates and present them to the Board for action.

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