Common Area/Grounds (CA/G) Committee Duties and Responsibilities

The Waters at Lake Anna Homeownerôs Association Common Area/Grounds committee is established by the Board of Directors under the powers and duties delineated in the Associationôs Bylaws, Article IV, Section 4.14. The committee operates only at the direction of the Board, shall not have the authority of the Board of Directors, and shall not have any powers of the Board. The Board may direct the committee to take specific actions on an ongoing or ad hoc basis.

Duties and Responsibilities of the Common Area/Grounds committee/sub-committees are as follows:

- The CA/G committee will have a single Chairman, presiding over all the sub- committees. The CA/G committee as a whole, shall manage and ensure The Waters at Lake Anna HOA Inc. common areas and grounds, roadways, and easements, including all flowers, trees, shrubs, are properly maintained. The committee is sub-divided into three (3) manageable sub-committees.

    a. Beach
    b. Landscaping and Pond
    c. Pool, Tennis Courts, and Clubhouse

- Each of the three sub-committees will have one person with overall responsibility. Their duties and responsibilities are to manage, delegate, and follow-up to include Requests For Proposals (RFPs), contracts, routine maintenance, and unforeseen events within their assigned area. The sub-committees will request a CA/G committee meeting when additional funds are required, or recommendation/s or motions are required for presentation to the Board for approval,

- Landscaping and Pond

    a. Oversee all ongoing landscaping contracts, throughout the entire neighborhood for all common areas. Ensure the sides around the ponds are not overgrown.

    b. Responsible for all contracts and maintenance including the fountain, entrance lighting (both entrances), fencing, and ponds (upper/lower) trees, flowers and shrubbery in all common areas.

    c. Ensure the roadsides are free of debris and overhanging trees or dead trees so that mowing can be properly completed.

    d. Shall ensure the landscaping expenses are maintained within budgeted amounts with help from the finance committee as needed.

- Beach

    a. Responsible for all maintenance of beach, beach pavilion, buoys, tot lot playground, and parking lot. Ensure the tot playground and beach areas are free of weeds and debris. Ensure the tot playground equipment is safe and in working order.

    b. Shall ensure the beach expenses are maintained within budgeted amounts with help from the finance committee as needed.

- Pool, Tennis Courts, and Clubhouse

    a. Responsible for all maintenance of pool, clubhouse/pavilion and related infrastructure for example the well and septic system, the tennis courts, tennis parking lot, pool parking lot and driveway up to the Marina gate.

    b. Shall ensure the clubhouse/pavilion, and tennis courts expenses are maintained within budgeted amounts with help from the finance committee as needed.

- Each sub-committee leader will participate in periodic reserve fund survey/analysis.

- Each sub-committee leader is responsible for repair/replacement of community assets commensurate with reserve fund recommendations.

Effective 31 October 2023