

HOA Committee Listing

Roles, Responsibilities & Time Commitments

Prepared by the HOA Board of Directors | Effective Year 2026 | For Distribution to All Homeowners

Our community is only as strong as the neighbors who help shape it. HOA committees are the backbone of day-to-day operations — from keeping our common areas beautiful, to managing our finances responsibly, to welcoming new families into the neighborhood. Each committee is made up of volunteer homeowners just like you, working together to protect property values, foster community spirit, and ensure our shared spaces are safe and well-maintained.

Whether you have a few hours a month or a specific skill set to contribute, there is a committee that is the right fit for you. We encourage every homeowner in good standing to consider getting involved. To express your interest, simply fill out this form: [Arden Trace Volunteer Form](#)

Committee Overview at a Glance

The table below provides a quick summary of all active HOA committees, their primary focus, and estimated monthly time commitment for members.

Committee	Primary Focus	Time Commitment
Amenities	Oversees maintenance, rules, and scheduling for pools and recreational facilities	~2–3 hours/month
Architectural	Reviews and approves homeowner modification requests to uphold community standards	~2–3 hours/month
Capital Improvements	Plans and manages major capital projects, bids, and contractor oversight	~2–4 hours/month
Communications & Events	Manages newsletters, social media, and community events	~2–4 hours/month
Compliance	Monitors compliance and recommends enforcement actions to the Board	~2–3 hours/month
Finance	Oversees HOA budget, reserves, and annual financial planning	~2–3 hours/month
Landscaping	Plans and monitors community landscaping and common area upkeep	~2–3 hours/month
Safety & Welcome	Coordinates neighborhood watch and new homeowner welcome efforts	~1–2 hours/month

Individual Committee Details

The following sections provide a full description of each committee's purpose, key responsibilities, time expectations, and the ideal member profile to help you find the best fit.

Amenities Committee – Dee Nodhturft & Monica Boyter

Purpose

The Amenities Committee oversees all matters related to the community's recreational facilities, including the pool, clubhouse, playground, tennis area, and any other shared amenity spaces. The committee ensures these valued assets are well-maintained, properly scheduled, and available for homeowner enjoyment in a safe and welcoming environment. Their efforts directly support the community's quality of life and the value these facilities bring to every household.

Key Responsibilities

- Monitor the condition and cleanliness of the pool, clubhouse, and other recreational facilities
- Coordinate with maintenance vendors and service providers for routine and emergency repairs
- Establish and communicate facility rules, hours of operation, and reservation procedures
- Oversee the scheduling of the clubhouse for homeowner and HOA events
- Ensure facilities meet applicable health, safety, and regulatory requirements
- Submit maintenance and improvement recommendations to the Board

Estimated Time Commitment

Meeting Frequency: Monthly

Hours Per Month: Approximately 2–3 hours

Ideal Member Profile

Homeowners who regularly use and enjoy the community amenities and want to help others do the same are a great fit. Experience in facilities management, property maintenance, event coordination, or recreation services is an added advantage.

Architectural Review Committee – David Stewart

Purpose

The Architectural Review Committee (ARC) is responsible for evaluating homeowner requests to make modifications, improvements, or additions to their properties. The committee ensures all proposed changes align with the community's governing documents and established aesthetic standards. By maintaining consistent design guidelines, the ARC helps protect property values and preserves the overall character of the neighborhood.

Key Responsibilities

- Review and process homeowner modification and improvement applications in a timely manner
- Evaluate requests against the community's architectural guidelines and CC&Rs
- Issue written approvals, conditional approvals, or denials with clear reasoning
- Conduct or coordinate site inspections for submitted applications as needed
- Maintain a consistent, fair, and well-documented record of all decisions
- Recommend updates to architectural guidelines to the Board as community needs evolve

Estimated Time Commitment

Meeting Frequency: Monthly meeting plus as applications are submitted

Hours Per Month: Approximately 2–3 hours

Ideal Member Profile

Members with a background in architecture, construction, real estate, design, or property management are especially well-suited. Attention to detail, strong judgment, and the ability to make fair, objective decisions are essential qualities for this committee.

Capital Improvements Committee – New Open Position

Purpose

The Capital Improvements Committee is responsible for identifying, planning, and overseeing major capital projects that maintain and enhance the community's infrastructure and shared assets. Working in close coordination with the Finance Committee and the Board of Directors, this committee ensures that significant investments — from repaving roads to replacing roofs or major equipment — are carefully scoped, competitively bid, and executed with accountability and transparency.

Key Responsibilities

- Identify and prioritize capital improvement needs throughout the community
- Solicit, review, and compare contractor bids and cost estimates for capital projects
- Evaluate project scope, specifications, materials, and proposed timelines
- Coordinate with the Finance Committee to align projects with reserve fund availability and long-term budget planning
- Oversee project execution, monitor contractor performance, and report progress to the Board
- Maintain thorough documentation of all bids, contracts, and project outcomes for HOA records

Estimated Time Commitment

Meeting Frequency: Monthly, plus additional time during active bidding or construction phases

Hours Per Month: Approximately 2–4 hours (higher during active project periods)

Ideal Member Profile

Homeowners with a background in construction, project management, engineering, architecture, contracting, or procurement are an excellent fit. Detail-oriented individuals who are comfortable reviewing bids, evaluating contracts, and managing vendor relationships will find this committee especially impactful.

Communications & Events Committee – Anna Jackson & Dee Nodhturft

Purpose

The Communications & Events Committee serves as the voice and social heartbeat of the community. This committee is responsible for keeping homeowners informed through newsletters and digital channels, while also organizing events that bring neighbors together. From holiday gatherings to community clean-ups, this committee plays a vital role in building a vibrant and connected neighborhood.

Key Responsibilities

- Produce and distribute the community newsletter on a regular schedule
- Manage the HOA's social media presence and community online platforms
- Plan, organize, and execute community events throughout the year
- Coordinate with the Board to communicate important updates and announcements
- Solicit homeowner input and feedback to improve community engagement
- Maintain a community calendar and distribute event information in advance

Estimated Time Commitment

Meeting Frequency: Monthly

Hours Per Month: Approximately 2–4 hours (higher around events)

Ideal Member Profile

Creative, organized, and outgoing individuals with skills in writing, graphic design, social media, event planning, or marketing are an excellent match. A genuine enthusiasm for community building and neighbor engagement is the most important asset.

Compliance Committee – David Stewart

Purpose

The Compliance Committee helps the HOA maintain a fair, consistent, and transparent approach to enforcing community standards. The committee monitors adherence to the community rules, investigates reported violations, and provides recommendations to the Board for appropriate action. This committee ensures that all homeowners are held to the same standards, preserving the integrity and quality of the community for everyone.

Key Responsibilities

- Conduct routine and scheduled inspections of properties and common areas for compliance
- Document and investigate reported or observed rule violations
- Issue violation notices in accordance with the HOA's enforcement policy
- Recommend enforcement actions or fines to the Board as warranted
- Maintain thorough and confidential records of all violations and outcomes
- Review and propose updates to community rules to reflect evolving standards

Estimated Time Commitment

Meeting Frequency: Monthly | **Hours Per Month:** Approximately 2–3 hours

Ideal Member Profile

Detail-oriented individuals who are impartial, fair-minded, and comfortable having difficult conversations when necessary. Knowledge of the community's governing documents is helpful, and a strong commitment to consistency and equal treatment of all homeowners is essential.

Finance Committee – Jorge Pinto

Purpose

The Finance Committee works alongside the Board of Directors to ensure the HOA's financial health and long-term stability. The committee provides independent oversight of the annual budget, reserve funds, and financial reporting. Its work is critical to ensuring that assessments are set appropriately and that funds are managed responsibly on behalf of all homeowners.

Key Responsibilities

- Assist in the preparation and review of the annual HOA operating budget
- Monitor the reserve fund balance and recommend reserve contribution levels
- Review monthly and quarterly financial reports for accuracy and compliance
- Evaluate vendor contracts and expenditures for cost-effectiveness
- Assist in coordinating annual audits or financial reviews
- Present financial summaries and recommendations to the Board

Estimated Time Commitment

Meeting Frequency: Monthly

Hours Per Month: Approximately 2–3 hours

Ideal Member Profile

Homeowners with experience in finance, accounting, banking, budgeting, or business management are an excellent fit. Strong analytical skills and comfort working with financial data are highly valued.

Landscaping Committee – Rich Luckie

Purpose

The Buildings & Grounds Committee oversees the planning, maintenance, and enhancement of all community common areas, including entryways, green spaces, medians, and shared outdoor features. The committee works closely with landscaping contractors to ensure the community remains attractive and well-maintained throughout all seasons. Their efforts directly contribute to curb appeal and the overall pride of the neighborhood.

Key Responsibilities

- Plan and coordinate seasonal planting, mulching, and landscaping improvement projects
- Conduct regular site walks to evaluate the condition of all common area grounds
- Meet with and provide direction to the community's landscaping contractor
- Identify and report irrigation, turf, or tree care issues for prompt resolution
- Develop long-term beautification plans and present proposals to the Board
- Monitor contractor performance and ensure work meets community standards

Estimated Time Commitment

Meeting Frequency: Monthly meeting plus periodic site walks

Hours Per Month: Approximately 2–3 hours

Ideal Member Profile

Homeowners with a passion for outdoor spaces, gardening, horticulture, or landscaping design are a natural fit. An eye for detail and enthusiasm for keeping the community looking its best are the most important qualities.

Safety & Welcome Committee – Lauren Pinto

Purpose

The Safety & Welcome Committee is dedicated to making every resident feel secure and at home — both longtime neighbors and those new to the community. The committee coordinates neighborhood watch efforts and safety awareness initiatives, while also ensuring that new homeowners receive a warm and informative welcome. Their work helps foster trust, connection, and a genuine sense of belonging throughout the neighborhood.

Key Responsibilities

- Coordinate and maintain the community's neighborhood watch program
- Prepare and deliver welcome packets to new homeowners upon move-in
- Organize periodic safety awareness communications and resources for residents
- Serve as a liaison between homeowners and local law enforcement or emergency services
- Monitor and report community safety concerns to the Board
- Facilitate introductions and help new neighbors connect with community resources

Estimated Time Commitment

Meeting Frequency: Quarterly

Hours Per Month: Approximately 1–2 hours

Ideal Member Profile

Friendly, community-minded individuals with strong interpersonal skills are ideal. Experience or interest in public safety, emergency preparedness, or community outreach is a bonus, but a warm and welcoming personality is the most valued attribute.

How to Get Involved

We welcome and encourage **all homeowners in good standing** to volunteer for a committee.

Committee participation is one of the most meaningful ways to contribute to the community you call home — and it is a great way to meet neighbors who share your interests and values.

To express your interest: Fill out the [Arden Trace Volunteer Form](#). Let us know which committee (or committees) interest you and a little about yourself. There is no formal application — just a willingness to contribute your time and energy.

Openings are available year-round. New members are typically welcomed at the start of each quarter, though urgent vacancies may be filled sooner. The Board will follow up with you to discuss next steps and introduce you to your future committee members.

HOA Committee Listing • Roles, Responsibilities & Time Commitments • Effective 2026

This document is intended for distribution to all community homeowners and is subject to change