



# VICTORIA GROVE MAINTENANCE ASSOCIATION

## COMMITTEE SIGN-UP SHEET

Please take a few moments to consider if you could invest a small amount of your time in making your community a great place to live. Place a check mark next to any committee for which you would like to volunteer. Please return the sign up form to Encore Property Management, P.O. Box 1117, Corona, CA 92878-1117.

- Architectural Review Committee.** This committee reviews submittals from homeowners to determine whether the proposed improvement is in keeping with the association’s legal documents and community aesthetics. This committee also inspects the improvement after completion to ensure that work was done according to plan and that damage was not caused to the common area.
- Finance Committee.** This committee works with the Board to adopt the annual budget.
- Landscape Committee.** This committee conducts inspections of the common area landscaping and makes recommendations to the Board of Directors. The inspections are generally held once per month and take place during business hours, Monday through Friday to enable the management company and association landscaper to attend.
- Community Affairs.** This committee accepts any duties as assigned by the Board regarding conditions and issues impacting property values and overall quality of life of the residents of Victoria Grove. Accordingly, this committee informs the Board of the various issues, such as community and environmental matters in and around VGMA, and represents VGMA interests before community organizations and governmental agencies.
- Parking & Safety Affairs.** This committee oversees and monitors the operations of any VGMA contracted security services firm and the activities of the Victoria Grove Community Watch. Additionally, this committee is responsible for advising the Board of Directors and Management of any potential hazards within the common areas, and of any other concerns relating to Victoria Grove’s security and safety.
- Legal Affairs.** This committee supervises legal matters and services provided by legal counsel, assists committees in formulating policies and guidelines, helps the Board in determining whether to refer disputes to legal counsel or to resolve informally by ADR, and periodically reviews collection procedures for fairness and consistency. This committee reports any of it’s findings to the Board of Directors and advises accordingly.

COMMENTS: \_\_\_\_\_  
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\_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_