

**BIRCHWOOD LAKES COMMUNITY ASSOCIATION, INC.  
COMMITTEE REQUEST FORM**

*Your community needs more members to take an interest in the operations of the Association. Committees represent a big part of the Board of Directors' decision making process. The Board of Directors needs your help to continue maintaining and improving the Association amenities, procedures and to stimulate an interest in the community. We hope that you will consider joining a committee. It is an opportunity to voice your opinion and makes a difference in your world. We always look forward to fresh faces and new ideas! Please join a committee to continue improving your community.*

Member Name: \_\_\_\_\_ Lot \_\_\_ Blk \_\_\_ Sec \_\_\_

Street Address: \_\_\_\_\_ Phone # \_\_\_\_\_

**Please enter my name to serve on the following committees:**

**STANDING COMMITTEES**

\_\_\_ **Finance, Budget, Contracts** *(Assist Association Treasurer in the yearly review of expenditures, prepare & recommend annual budgets to Board of Directors with or without dues increase)*

\_\_\_ **Road Maintenance & Construction** *(Review roads for possible construction, repairs and present proposals to Board of Directors)*

\_\_\_ **By-Laws** *(Assist Association Secretary in review of Association By-Laws, amendments and make recommendations to Board of Directors for voting by membership)*

\_\_\_ **BLCA Property Development** *(Review of BLCA properties for various improvements/developments, review real estate tax status, lots for resale, make recommendations to the Board of Directors)*

\_\_\_ **Rules & Regulations** *(Review of Association Rules & Regulations and Appeal Procedures, make amendments to rules or procedures and forward to the Board of Directors, review of community health concerns)*

\_\_\_ **Voting & Elections** *(Assist Association Secretary, count & verify membership votes and review of voting procedures)*

\_\_\_ **Capital Projects** *(Research, organize, schedule & review improvements and/or major repairs to community facilities and buildings from start to finish, make recommendations to Board of Directors)*

(over)

## APPOINTED COMMITTEES

\_\_\_\_\_ **Recreation** (*Stimulate interest in Association activities, coordinate, organize & prepare for various recreation functions, activities, parties/picnics for community residents and different age groups, assist Recreation Supervisor in activities*)

\_\_\_\_\_ **BLCA Property Beautification** (*Maintain & beautify various community facilities and entrances, organize community clean-up*)

\_\_\_\_\_ **Community Safety** (*Make recommendations to the Board for the equipment of the Public Safety Staff so they can properly perform their duties to make the Common Areas safe for the members and guests to enjoy; Members of this committee must also be on the Crime Watch Committee. They will work towards making the Community a safer place to live and visit per PA State Police guidelines.*)

\_\_\_\_\_ **Lake Management Committee** (*Monitor the lakes and recommend to the Board actions needed to maintain them for optimal health and recreational usage. Apply for appropriate grants and funding. Communicate regularly with residents through articles and seminars on the state of the lakes and information about keeping them clean and healthy including):*

- Water quality monitoring*
- Geese control*
- Septic system management*
- Lake and shoreline best practices*
- Aquatic Plant control*
- Fish Management*

\_\_\_\_\_ **Community Affairs** (*Assist Association Vice-President, address community concerns, coordinate emergency action plans, coordinate workshops for residents, prepare community newsletter, etc*)

\_\_\_\_\_ **Resolution Committee** (*Committee provided for in Association Rules & Regulations Appeal Procedures, which provide violators the opportunity to dispute any citations received. This committee hears appeals of citations by violators of Association Rules & Regulations, committee renders decisions regarding same. Hearing schedules are usually once per month).*

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return the signed original to the BLCA office. Do not email. Thank you.

**IMPORTANT:** *If you are already on a committee(s) and still wish to remain on that committee(s), you must complete this form again. If you do not fill out this form to remain on a committee(s) that you are already on, your name(s) will be taken off the list. All Committee Members must be a member in good standing*