



Our Park is Run by Committee

Choose the committee where YOU wish to serve our co-op, then contact the Chair!

Committee	Member Tasks
<p style="text-align: center;">AUDIT</p> <p>Audit and review of financial records.</p>	<p>Conduct regular and random audits by counting, recording, and reviewing records and documents. Report results to the Board.</p>
<p style="text-align: center;">BUDGET</p> <p>Estimate the projected cost of operations each fiscal year to determine annual maintenance fee for leaseholders.</p>	<p>Review budgets from all committees. Prepare spread sheets, compile data, discuss impacts and present recommendations to the Board.</p>
<p style="text-align: center;">CLUBHOUSE</p> <p>Kitchen Angels (Thursday lunch) Ice Cream Socials (Sunday) Exercise Room Craft Room Monday afternoon get-together Pot Lucks (various Fridays) Games Decoration Refreshments NOTE: Other subcommittees are listed in the Policies and Procedures. Check them out!</p>	<p>Shopping, cooking, serving and clean-up. Scooping ice cream and clean-up. Clean exercise equipment. Plan, conduct or assist with craft projects. Set-up.</p>
<p style="text-align: center;">CLUBHOUSE MAINTENANCE</p> <p>Maintain the clubhouse and equipment.</p>	<p>Responsible for building repairs and upkeep of the Clubhouse manager's office, pavilion and "TV Hut."</p>
<p style="text-align: center;">DOCUMENTS</p> <p>Ensure document consistency.</p>	<p>Review Park governance documents to ensure they are well-written and consistent with existing documents while overall meaning remains intact.</p>
<p style="text-align: center;">ELECTION</p> <p>Voting for Board nominees and on amendments (from May thru August).</p>	<p>Prepare packets of information (stuff, seal, mail envelopes). Set up clubhouse for meetings during Coho Days. For the annual meeting, welcome voters, sign them in, and check eligibility. Provide and train table monitors to collect and count ballots.</p>
<p style="text-align: center;">GRIEVANCE</p> <p>Provide assistance in disputes.</p>	<p>Mediates grievances between members.</p>
<p style="text-align: center;">LANDSCAPE</p> <p>Monitor and maintain park common areas.</p>	<p>Design, plant, weed, spread bark and gravel, move and/or remove trees and plants as needed.</p>
<p style="text-align: center;">LAWN</p> <p>Maintain all grass areas.</p>	<p>Mow grass, apply fertilizer, inspect lawn water systems, edge and trim.</p>

<p>LONG RANGE PLANNING Planning for long-range financial needs</p>	<p>Research, report and discuss requirements, costs and methods for purchase of new equipment, road repairs, septic systems, water and electrical infrastructure needs, etc.</p>
<p>LAUNDRY MONEY COLLECTIONS Collect and count laundry funds</p>	<p>Members collect, count and account for the monies collected from washers and dryers.</p>
<p>LOT MANAGEMENT Shed maintenance Lot maintenance Grounds maintenance</p>	<p>Inspect sheds, paint exteriors, fix problems. Inspect and bring lots into compliance prior to occupancy. Maintain the grounds. Supply rock and beauty bark throughout the Park.</p>
<p>PARK INFORMATION & MARKETING Prepare marketing materials Welcome guests Provide information to new leaseholders Maintain park's website</p>	<p>Develop promotional materials, place articles and information in <i>Coho Tales</i> and the <i>Escapees</i> magazine, etc. Welcome visitors. Provide visitor information and answer questions about the Park. Orient and provide Park information to new leaseholders. Enter and update information on the Park website and social media as appropriate.</p>
<p>SAFETY First aid classes. Inspect any process that might involve a safety issue.</p>	<p>Teach staff and residents appropriate safety measures. Conduct safety inspections. Work with the Fire Department to fulfill their requirements.</p>
<p>ROADS Maintenance and repair of asphalt roads.</p>	<p>Provide annual survey and inspection of roads and quarterly reports on work performed with outstanding cost. Perform minor and emergency repairs as needed.</p>
<p>SHOP Maintain the common shop area</p>	<p>Upgrade and repair existing equipment. Maintain and keep equipment operable and safe.</p>
<p>UTILITIES Septic Electrical Water Wi-Fi</p>	<p>Inspect septic tanks, plan improvements, record issues and solutions. Inspect and test electrical systems, plan improvements. Maintain small voltage lights, record issues and solutions. Inspect and test water systems, dig and lay waterlines; record issues and solutions and respond to emergencies. Maintain and monitor the Park's Wi-Fi network.</p>