

Towne Point Owners Association Committees

Prepared by Bob Snow November 4, 2025

Standing Committees (6): Committee chairs must be board members. Board members, TPOA officers, and owners may serve on committees. The Board approves committee members and subcommittee members on standing committees. NOTE: Standing and non-standing committees may make recommendations to the board for actions or make budgetary recommendations but may not contract for nor commit TPOA to funding expenditures, Only the board, the president or the manager may do that.

1. **Architectural Committee:** Responsible for reviewing and approving any applications for new homes and additions such as fences, garages, storage sheds, or additions and modifications to existing buildings which would require a building permit.

Chair: Judy Derby

Members: Bill Higgins, Zory Hill

2. **Grounds Committee:** Supervises and arranges for work parties and recommends to the board contracts with landscape firms to perform lawn care and landscape maintenance. Identifies hazardous and dead trees and recommends their removal to the board or manager for approval of the expenditures. The manager and president

arrange all contracts with contractors and hire outside contractors. Annual regular events: spring and fall cleanup days

Chair: Zory Hill

Members: Bob Snow, Jim Maple

3. Facilities and Right of Way Committee: Monitors condition of Association roads and recommends contracts for road paving and repair, streetlights, clubhouse and surrounding area and the storage unit. Acquires bids for repair work, etc. Includes the grounds around the clubhouse, playground maintenance, and tennis/pickleball court maintenance.

Chair: Bill Higgins

Members: Bob Snow, Matt Wilkens, Patricia Holder-Treasurer

Subcommittee: Right of way. Acquires bids from paving contractors, assesses the condition of roads, schedules maintenance and paving according to a long-range plan with guidelines from the Reserve Study. Stripping of street walkways and speed bumps.

Chair: Bill Higgins

Members: Patricia Holder, Matt Wilkens

Subcommittee: Facilities. Monitors condition of clubhouse and recommends interior improvements to the Facilities and Right of Way Committee.

Chair: Bob Snow

Members: Christopher Overman, Kimberly Snow

4. **Nominations Committee:** Searches Association membership to identify candidates willing to stand for Board membership, and or volunteer for committee positions.

Chair: Jim Flynn

Members: Zory Hill, Patricia Holder-Treasurer

5. **Audit Committee:** Supervises the annual audit of the Associations' books and procedures, approves the annual budget and balance sheet statement to be presented to the Members at the annual meeting of the Association. The Treasurer is required to be a member of the of the Audit Committee.

Chair: Bill Higgins

Members: Jim Flynn, Bob Snow, Patricia Holder-Treasurer

6. **Elections Committee:** "The Nominating Committee shall select and prepare a slate of nominees for new

Directors and shall include in the slate of nominees the names of persons as shall in writing notify the Nominating Committee of their desire to stand for election. The Nominating Committee shall make known to the Board the slate of nominees at least thirty (30) days before the annual election.”

Chair: Jim Flynn

Members: Judy Derby, Patricia Holder-Treasurer

Non-Standing Committees: May be added as needed and approved by the Board.

1. **Hospitality Committee:** Arranges annual TPOA hospitality events, including the Easter Egg Hunt, Summer Barbecue, Kids Hour of Power, and Christmas Party.

Chair: Zory Hill

Members: Maureen & Jim Maple, Lily Doton, Liz & Roger Parker, Lisa Baker, Russell Hill