

HAMPTON PARK ASSOCIATION, INC. (HOA)

FIRST CALL FOR VOLUNTEERS

Your skills and expertise are needed!

Keeping our community beautiful and desirable takes the efforts of many people. Some skills (Property managers, landscapers, Access Control Officers) we must purchase and the expense is reflected in our semi-annual assessments. It would not be possible to keep the assessments as low as they are without the willing contributions of the many community members who volunteer their time and energy to the various tasks that need to be done.

From our Board of Directors to all the members of our committees the generosity of our neighbors is what makes Hampton Park a special place to live, raise a family and enjoy living.

As neighbors change so does our access to the skills we need to operate the community so we are in a constant search to replace our community volunteers.

WE NEED YOU!

Please look over the list of HOA committees we have attached and see where your participation could benefit the community. A few hours of your time each year will make a big difference and make Hampton Park a better place to live.

To participate, simply complete the attached application.

We thank you for your contribution and look forward to working with you!

Sincerely,

Hampton Park Board of Directors
Hampton Park Association, Inc.



HAMPTON PARK ASSOCIATION, INC. (HOA)

COMMITTEE APPLICATION (Confidential)

Name: _____

Address: _____

Home phone: _____ Work/Cell Phone: _____

Occupation: _____

1) Please indicate what interests, experience and/or skills you offer to the Committee:

2) While previous experience is not a requisite, describe any past or present experience with an HOA or committee:

3) Please list any previous committee assignments and the years you were a member:

4) Please indicate your interest in being a Committee Chair-person:

5) Please check (or rank if you have more than one choice) the committee(s) on which you would like to serve:

___ Architectural

___ Covenant Enforcement

___ Access Control & Safety

___ Finance

___ Facilities

___ Social & Welcome

___ Communications

Please write "Hampton Park Committee Application" on the envelope, seal and mail to:

Marsh Landing Management Company, 4200 Marsh Landing Blvd #200, Jacksonville Beach, FL 32250

Or:

You may present to any BOD member or leave with the access control officer at the gate

Thank you for volunteering to be an asset to the community. Your expertise is needed and welcome!!!

Hampton Park Committees

Architectural Review Committee: The ARC approves or disapproves the construction, installation or alteration of Improvements throughout the Community. It may adopt, amend or repeal architectural guidelines, standards and procedures used in rendering its decisions in concert with BOD. Members should be qualified to make judicious decisions consistent with Hampton Park's governing documents and the general well-being of the Community.

Access Control & Safety Committee: The ACS maintains a knowledge base of the Association's access control equipment, software and procedures. The committee makes recommendations to BOD regarding the maintenance and future requirements of the equipment & software. The committee is familiar with the Gate Sentry hardware and software. The committee also is familiar with the operation of the resident lane hardware & software. The committee will maintain a relationship with local law enforcement (JSO) to insure traffic laws are observed. Members also work with Hampton Park speed control devices such as radar sign(s) and speed cameras.

Facilities Committee: The committee works to develop a knowledge base for the Association's common properties, roads, grounds and equipment, to make recommendations regarding the facilities' maintenance and the future requirements of all the Association's facilities and equipment, and to plan and coordinate approved facilities and equipment changes with the final recommendation to the Board of Directors. The committee works with the Property Manager to advise the board on landscape requirements and works to uphold the aesthetic value and visual integrity of the community.

Communications Committee: The committee works closely with the BOD to insure effective communications with the residents. The committee manages the website, message board and other forms of resident communication. The RCC also assists the Social & Welcome committee in preparing the packet of information to be given to new residents. The committee insures that information is accurate, up to date and well written.

Covenant Enforcement Committee: The BOD imposes fines from time to time for violations of the HOA's CC&Rs and Rules & Regulations. Owners have the option of requesting the opportunity to appeal the fine to an independent body, the CEC. The committee meets monthly if any appeals have been requested. The committee will review the decision of the Property Manager/BOD and confirm or modify the fine. The Property Manager will inform the owner/BOD of all CEC decisions.

Finance Committee: The committee reviews finances on a monthly basis as well as at the time of the annual audit. Committee members work closely with the Property Manager to prepare budget and assessment recommendations to the BOD. The committee additionally recommends reserve and investment changes to the BOD.

Social Committee: The committee creates an annual list of events and accompanying budget request for BOD approval. The committee supervises all social committee events to ensure success within planned budget. The committee also maintains a packet of information with assistance from the communications committee, useful to new residents. The packet contains names and contact information for administrative functions, copies of Association documents such as the Rules and regulations. Committee members provide guidance for vehicle and gate registration and Property Manager contacts.

Hampton Park Architectural Review Committee Charter

Description and Responsibilities

Committee Purpose:

The ARC approves or disapproves the construction, installation or alteration of Improvements throughout the Community. It may adopt, amend or repeal architectural guidelines, standards and procedures used in rendering its decisions in concert with BOD. Members should be qualified to make judicious decisions consistent with Hampton Park's governing documents and the general well-being of the Community.

Responsibilities:

1. Conducts reviews of and approves/denies proposed architectural changes submitted by property owners to the Property Manager. Insures changes conform to the governing documents.
2. Inspects architectural changes to insure compliance with approved application.
3. Provides management authority to release deposits when work has been completed.
4. Resolves conflicts/complaints with property owner projects and is the final authority for architectural decisions.

Architectural Review Committee Members:

A Chairperson, whose nomination is submitted to the HOA Board for appointment, heads the committee. The Chairperson can be assisted by various committee members. The committee should consist of one, three or five members as approved by the BOD. The responsibilities of each are detailed below.

Chairperson:

1. Schedules and presides over committee meetings as needed.
2. Continues to recruit committee members as necessary.
3. Communicates regularly with the HOA Board to keep the BOD aware of the committee activities and presents budget requests as necessary.

Term of Appointment:

The BOD appoints the Chairperson annually following the HOA annual meeting at the end of the year. The appointment shall become effective as of the following January 1st and shall remain effective through December 31st of the year. Nominations are made/taken on a voluntary basis. Any Hampton Park homeowner is eligible for nomination and appointment.

Committee Members:

1. Performs assigned duties and functions under the direction of the Chairperson.

Hampton Park Access Control & Safety Committee Charter

Description and Responsibilities

Committee Purpose:

The committee works closely with the BOD to ensure effective management of the Association's access control & safety equipment and software. The committee makes recommendations regarding Access Control & Safety procedures and monitors all day to day operations.

Responsibilities:

1. Advisory – Forecasts an annual list of maintenance/improvement projects and an accompanying budget request for BOD approval.
2. Access Control – Monitors the performance of the Gate Sentry system and associated equipment. Coordinates with contract access control personnel. Coordinates all reported incidents with the Property Manager and residents. Monitors and provides video recordings as needed. Coordinates common area trespassing incidents. Recommends changes/improvements to the BOD.
3. Safety – Strives to develop a relationship with local law enforcement to assure a useful presence in Hampton Park for traffic enforcement and crime suppression. Maintains speed calming devices and provides monthly traffic enforcement reports to the BOD.
4. Enforcement – Coordinates with the Property Manager to control on-street parking. Refers noted violations for action. Maintains a random patrol using the Association golf cart or personal vehicle(s) to monitor violations of all types.

Access Control & Safety Committee Members:

A Chairman, whose nomination is submitted to the HOA Board for appointment, heads the committee. The Chairman can be assisted by various committee members. The committee may consist of any number of members as approved by the BOD. The responsibilities of each are detailed below.

Chairman:

1. Develops a thorough understanding of the Access Control rules of operation. Operates the ACO and Admin Gate Sentry functions as needed to check operations and incidents. Utilizes the video cameras to monitor gate area and ACO activity.
2. Develops a list of proposed maintenance/enhancement projects for the upcoming calendar year, including a proposed schedule and budget, and submits a written proposal to the BOD. This function should be completed no later than the end of September of the preceding year.
3. Supervises approved projects and reports progress to the BOD.
4. Communicates regularly with the HOA Board to keep the BOD aware of the committee activities and presents budget requests as necessary.

Term of Appointment:

The BOD appoints the Chairman annually following the HOA annual meeting at the end of the year. The appointment shall become effective as of the following January 1st and shall remain effective through December 31st of the year. Nominations are made/taken on a voluntary basis. Any Hampton Park homeowner is eligible for nomination and appointment.

Committee Members:

1. Performs assigned duties and functions under the direction of the Chairman.

Hampton Park Facilities Committee Charter

Description and Responsibilities

Committee Purpose:

The committee works closely with the BOD to ensure effective management of the Association's common properties, gates, roads, lights, regulated services, grounds and equipment, to make recommendations regarding the facilities' maintenance and the future requirements of all the Association's facilities and equipment.

Responsibilities:

1. Advisory – Forecasts an annual list of maintenance/improvement projects and an accompanying budget request for BOD approval.
2. Facilities – Ensures the readiness of common area facilities/equipment for scheduled rentals/social events.
3. Facilities Maintenance – Coordinates with the Property Manger maintenance personnel and third parties as needed to maintain all facilities, cable/internet/phone services, and equipment in optimal operating condition. Reports activity and outages to the BOD.
4. Grounds Maintenance – Coordinates with the contracted landscape maintenance company to uphold the visual integrity of the community.
5. Decorations – Ensures decorations are installed and maintained as needed.

Facilities Committee Members:

A Chairman, whose nomination is submitted to the HOA Board for appointment, heads the committee. The Chairman can be assisted by various committee members. The committee may consist of any number of members as approved by the BOD. The responsibilities of each are detailed below.

Chairman:

1. Develops a thorough understanding of the common facilities and equipment.
2. Develops a list of proposed maintenance/enhancement projects for the upcoming calendar year, including a proposed schedule and budget, and submits a written proposal to the BOD. This function should be completed no later than the end of September of the preceding year.
3. Supervises approved projects and reports progress to the BOD.
4. Communicates regularly with the HOA Board to keep the BOD aware of the committee activities and presents budget requests as necessary.

Term of Appointment:

The BOD appoints the Chairman annually following the HOA annual meeting at the end of the year. The appointment shall become effective as of the following January 1st and shall remain effective through December 31st of the year. Nominations are made/taken on a voluntary basis. Any Hampton Park homeowner is eligible for nomination and appointment.

Committee Members:

1. Performs assigned duties and functions under the direction of the Chairman.

Hampton Park Communications Committee Charter

Description and Responsibilities

Committee Purpose:

The committee works closely with the BOD to ensure effective communications with the residents. The committee manages the HOA website, message board and other forms of resident communication. The RCC also assists the Social committee in preparing the packet of information to be given to new residents. The committee ensures the packet of information is accurate, up to date and well written.

Responsibilities:

1. Advisory – Responds to Board requests for communications advice when required.
2. Signs – Posts signs to serve as reminders of special events or important notices. Manages the community message board display at the gate.
3. New Owner Welcome – Assists the Social committee in creating greetings for all new residents on behalf of the Association. Provides “how to” and contact information for all the required Hampton Park actions, Property Manager, Gate Sentry, website and familiarity with governing documents.
4. HOA website development and maintenance – oversees the development of the Hampton Park website to communicate with the residents about our neighborhood. Coordinates with the contracted third party website developer.

Communications Committee Members:

A Chairman, whose nomination is submitted to the HOA Board for appointment, heads the committee. The Chairman can be assisted by various committee members. The committee should consist of one, three or five members as approved by the BOD. The responsibilities of each are detailed below.

Chairman:

1. Schedules and presides over committee meetings as needed.
2. Continues to recruit committee members as necessary.
3. Communicates regularly with the HOA Board to keep the BOD aware of the committee activities and presents budget requests as necessary.

Term of Appointment:

The BOD appoints the Chairman annually following the HOA annual meeting at the end of the year. The appointment shall become effective as of the following January 1st and shall remain effective through December 31st of the year. Nominations are made/taken on a voluntary basis. Any Hampton Park homeowner is eligible for nomination and appointment.

Committee Members:

1. Performs assigned duties and functions under the direction of the Chairman.

Hampton Park Covenant Enforcement Committee (CEC) Charter

Description and Responsibilities

Committee Purpose:

Florida Statute 720.305 provides that an association may suspend, for a reasonable period of time, the rights of a member or a member's tenants, guests or invitees. A fine may be levied on the basis of each day of a continuing violation, with a single notice and opportunity for hearing, except that no such fine shall exceed \$100.00 per day not to exceed an aggregate of \$1,000.00 per violation.

The statute further provides that a fine or suspension may not be imposed without notice of at least 14 days to the person sought to be fined or suspended and an opportunity for a hearing before a Committee of at least three (3) members appointed by the Board of Directors who are not officers, directors, or employees of the Association, or the spouse, parent, child, brother, or sister of an officer, director, or employee. If the Committee, by majority vote, does not approve a proposed fine or suspension, it may not be imposed.

Committee Responsibilities:

1. To conduct hearings for the purpose of levying fines against appropriate Owners for violations of the Covenants or Rules and Regulations established by the Association. The CEC meets as needed but no more frequently than monthly to hear owner appeals. The Chairman and the Property manager shall jointly determine the location and time of all hearings.
2. The Committee shall periodically review all policies and procedures as it pertains to the Covenants and Rules enforcement and shall make recommendations to the board of Directors.
3. The committee Chairman shall be responsible for insuring the Association's Property Manager is consistently and equally enforcing the Associations Rules and Covenants.
4. A Property Owner may be fined for the violation of the Declaration and Rules and Regulations by a tenant. A tenant may be permitted in such an instance to attend a Fining Hearing, but may only be permitted to speak upon permission of the Chairman.
5. The CEC's deliberations will commence immediately following the hearing of arguments. The Property Owner/violator shall not be present during the CEC's deliberations, nor shall the Property Owner be told of the decision prior to the written notification of the Hearing results, provided to the Property Owner by the Property Manager in writing within ten (10) days of the Committee Hearing.
6. The CEC's decision will be final and shall not be overruled by the BOD or any other organization within the HOA.

Covenant Enforcement Committee Members:

A Chairman, whose nomination is submitted to the BOD for appointment, heads the committee. The Chairman can be assisted by various committee members. The committee must consist of no less than three members as approved by the BOD who are not officers, directors, or employees of the Association, or the spouse, parent, child, brother, or sister of an officer, director, or employee. The responsibilities of each are detailed below.

Chairman:

1. Review list of Covenant Enforcement requests received from the Property Manager.
2. Review any documentation provided by violators/Property Owners; via mail, email to Property Manager. All documentation needs to be submitted 48 hours prior to a scheduled Hearing.

3. At least one (1) week prior to the convening of the CEC Hearing verify a minimum of three (3) members (including the Chairman) to serve as the Hearing Panel.
4. Receive from the Property Manager via email no later than three (3) business days prior to the scheduled hearing a list of Property Owners scheduled to appear as well as all documentation concerning the nature of their respective, alleged violations.
5. Following the conclusion of the Hearing and deliberations by the Panel, submit in writing the Panel's findings to the Property Manager for preparations of the "Results of Hearing" notification letters to the Property Owners/violators which are due no later than ten (10) business days after the hearing.

Term of Appointment:

The BOD appoints the Chairman annually following the HOA annual meeting at the end of the year. The appointment shall become effective as of the following January 1st and shall remain effective through December 31st of the year. Nominations are made/taken on a voluntary basis.

Committee Members:

1. Attend scheduled hearings (no more than monthly) as directed by the Chairman.
2. Review all pertinent documents.
3. Vote following deliberations in accordance with the evidence provided.

Hampton Park Finance Committee Charter

Description and Responsibilities

Committee Purpose:

The committee reviews finances on a monthly basis as well as at the time of the annual audit. Committee members work closely with the Property Manager to prepare budget and assessment recommendations to the BOD. The committee additionally recommends reserve and investment changes to the BOD.

Responsibilities:

1. Budget – Work with the Property Manager and the BOD to develop an Annual Budget for BOD approval, taking into consideration the contractual obligations of the HOA, input from the Property Manager and known requirements of the HOA. Provide advice to the BOD and make recommendations for decisions that will allow the HOA to operate within its means and balance the budget.
2. Assessment – Recommend the amount of the annual assessment. Should special assessments become necessary the committee will work with the Property Manager to develop specific recommendations.
3. Monthly review - Review financial matters of the HOA on a monthly basis and advise the BOD of any unusual financial items that require the board's attention
4. Audit – Review the annual audit of the HOA's records and advise the BOD of any issues noted or corrective actions needed.
5. Reserve – Maintain oversight of the HOA's reserve funds to ensure they are properly maintained and allocated. Recommend necessary changes to the BOD.
6. Investment – Review the investments of the HOA. Make sure investments are in line with the HOA's investment policy. Recommend changes to the investment policy as needed.

Finance Committee Members:

A Chairman, whose nomination is submitted to the HOA Board for appointment, heads the committee. The Chairman can be assisted by various committee members. The committee should consist of one, three or Five members as approved by the BOD. The responsibilities of each are detailed below.

Chairman:

1. Schedules and presides over committee meetings as needed.
2. Continues to recruit committee members as necessary.
3. Communicates regularly with the HOA Board to keep the BOD aware of the committee activities and presents budget requests as necessary.

Term of Appointment:

The BOD appoints the Chairman annually following the HOA annual meeting at the end of the year. The appointment shall become effective as of the following January 1st and shall remain effective through December 31st of the year. Nominations are made/taken on a voluntary basis. Any Hampton Park homeowner is eligible for nomination and appointment.

Committee Members:

1. Performs assigned duties and functions under the direction of the Chairman.

Hampton Park Social Committee Charter

Description and Responsibilities

Committee Purpose:

The committee works closely with the BOD to facilitate interaction among Hampton Park homeowners through a variety of planned social events designed to appeal to a wide cross section of the residents. The intended result is improved neighborhood camaraderie, fellowship and sense of community. The committee also works to smoothly integrate new residents into the community.

Responsibilities:

1. Advisory – Creates an annual list of events and accompanying budget request for BOD approval.
2. Meetings – Meets as needed with committee members to plan and conduct approved events.
3. Events – Supervises approved events to ensure success within budget.
4. New Owner Welcome – Assisted by the Communications committee, creates greetings for all new residents on behalf of the Association. Provides “how to” and contact information for all the required Hampton Park actions, Property Manager, Gate Sentry, website and familiarity with governing documents.

Social Committee Members:

A Chairman, whose nomination is submitted to the HOA Board for appointment, heads the committee. The Chairman can be assisted by various committee members. The committee may consist of any number of members as approved by the BOD. The responsibilities of each are detailed below.

Chairman:

1. Develops a list of proposed social events for the upcoming calendar year, including a proposed schedule and budget, and submits a written proposal to the BOD. This function should be completed no later than the end of September of the preceding year.
2. Seeks BOD approval for all proposed social events. Submissions should be timed to coincide with the setting of the HOA operating budget for the upcoming year.
3. Schedules and presides over monthly meetings (or more or less frequently, as needed) to plan upcoming events.
4. Solicits commercial sponsors for events to improve scope/quality of events as well as offset budget requirements. Ensures any event associated advertising is tasteful and in keeping with Hampton Park esthetics.
5. Appoints committee members to assist with the planning and execution of specific events.
6. Oversees activities, including troubleshooting and ensuring adherence to allotted budget.
7. Ensures that all receipts, associated with events that have taken place, are properly submitted to the Property Manager for reimbursement, if necessary.

Term of Appointment:

The BOD appoints the Chairman annually following the HOA annual meeting at the end of the year. The appointment shall become effective as of the following January 1st and shall remain effective through December 31st of the year. Nominations are made/taken on a voluntary basis. Any Hampton Park homeowner is eligible for nomination and appointment.

Committee Members:

Performs assigned duties and functions under the direction of the Chairman.