

Team Responsibilities

Infrastructure Team

The duties of the Infrastructure Team are to:

- Ensure that community infrastructure is maintained in a fiscally responsible manner. Infrastructure under this team's jurisdiction includes building exteriors; roof; parking lots; carports; perimeter walls, fences, and gates; utilities; fire safety systems; and common house appliances, plumbing, doors, and similar items. Additionally, any maintenance item not obviously within the scope of another team will default to being the responsibility of the Infrastructure Team.
- Respond to emergency maintenance issues and vandalism, providing community with two weeks' notice of intended action where possible.
- Evaluate the feasibility of performing maintenance work ourselves versus hiring professional labor.
- Get bids for professional work, evaluate competing bids, and select best contractor. Contractors are to be licensed and bonded through the Registrar of Contractors; Infrastructure Team shall verify licensure through the ROC website.
- Coordinate and oversee professional work.
- Coordinate and oversee community sweat equity labor on maintenance tasks.
- Estimate community labor necessary for maintenance tasks that will be done ourselves and provide Job Coordinators with a monthly list of work hours needed, including time spent on coordination activities.
- Research toxicity and environmental friendliness of products used, and choose less toxic/more environmentally friendly options whenever feasible.
- Prioritize sweat equity over professional services as a means of accomplishing maintenance whenever necessary skills are present or learnable and manpower can reasonably be mobilized.
- Communicate budgetary needs to Finance Team in time for preparation of annual budget.
- Work with Finance Team whenever spending from reserve accounts is necessary.
- Be responsive to any input offered by any community member concerning team's activities.
- Notify the community about any team activity that might reasonably be expected to be controversial and/or questionably within the team's mandate.
- Coordinate activities of the Architectural Review Board in accordance with existing ARB procedures.

Common House Interior Committee (CHIC) Team

The duties of CHIC are to:

- Maintain interior furnishings of common house, including furniture, kitchen equipment other than appliances, library books, toys, and other contents of rooms.
- Coordinate weekly and bimonthly deep cleaning of common house.
- Lock up common house at night and unlock in the morning.
- Coordinate rotating art shows.
- Purchase pantry items, laundry soap, and other common house supplies, selecting environmentally friendly options whenever feasible.
- Take reservations for guest rooms.
- Maintain office computer systems.
- Research toxicity and environmental friendliness of products used, and choose less

toxic/more environmentally friendly options whenever feasible.

- Coordinate any professional services (window cleaning, carpet cleaning, etc.) required for the common house
- Communicate budgetary needs to Finance Team in time for preparation of annual budget.
- Communicate to Job Coordinators the number of hours needed for all common house maintenance tasks and the months in which they are needed.
- Be responsive to any input offered by any community member concerning team's activities.
- Notify the community about any team activity that might reasonably be expected to be controversial and/or questionably within the team's mandate.

Green Team

The duties of the Green Team are to:

- Maintain landscape in healthy and attractive condition according to permaculture principles, including pruning trees, pulling weeds, picking up trash, and sweeping sidewalks.
- Maintain irrigation system, including gray water and rainwater collection systems; phase out irrigation for established plants.
- Plant, maintain, and harvest community garden, including fruit trees, and provide for distribution of produce to community members.
- Care for chickens.
- Maintain community composting operations.
- Replace dead plants with species that are a part of our native plant palette.
- Maintain garden tools, wagons, wheelbarrows, tool shed, and dumpster areas.
- Respond to pest problems in the landscape without use of chemical pesticides or herbicides.
- Communicate budgetary needs to Finance Team in time for preparation of annual budget.
- Communicate to Job Coordinators the number of hours needed for all landscape maintenance tasks and the months in which they are needed.
- Work with Finance Team whenever spending from reserve accounts is necessary.
- Be responsive to any input offered by any community member concerning team's activities.
- Notify the community about any team activity that might reasonably be expected to be controversial and/or questionably within the team's mandate.

Pool Team

The duties of the Pool Team are to:

- Test and maintain chemical balance in pool and spa.
- Keep pool and deck clean.
- Maintain and repair pool equipment as necessary.
- Cover and uncover pool/spa with cover and solar blanket as necessary.
- Communicate budgetary needs to Finance Team in time for preparation of annual budget and ensure that requested budget will be sufficient to cover foreseeable costs, including periodic repairs which are not included in our reserve study.
- Communicate to Job Coordinators the number of hours needed for all pool maintenance tasks and the months in which they are needed.
- Work with Finance Team whenever spending from reserve accounts is necessary.
- Be responsive to any input offered by any community member concerning team's activities.
- Notify the community about any team activity that might reasonably be expected to be controversial and/or questionably within the team's mandate.

Finance & Legal Team:

The duties of the Legal Team are to:

- Comply with all legal requirements of the Stone Curves COA.
- Interface with the COA's accountant and provide accountant with all necessary documents.
- Maintain insurance coverage and make recommendations about best policy options, in keeping with community agreements and values.
- Purchase CD's quarterly or as necessary to invest reserve funds and other assets.
- Reimburse members with line item spending authority or those delegated for purchases made.
- Work with bookkeeping service to complete all accounting functions and financial reporting, including Annual Compilation and State and Federal tax filing.
- Complete resale documents.
- Compile an annual budget to be submitted for community approval, taking into account budgetary requests made by all teams; facilitate the annual community meeting for budget approval.
- Communicate to Job Coordinators the number of hours needed for all finance, legal, and bookkeeping tasks.
- Be responsive to any input offered by any community member concerning team's activities.
- Notify the community about any team activity that might reasonably be expected to be controversial and/or questionably within the team's mandate.

Membership Team

The duties of the Membership Team are to:

- Maintain the social fabric of the community through the following actions:
- Make sure that all new residents are welcomed, informed of community expectations, and invited to participate in community functions.
- Maintain website, list serve, and membership directory.
- Respond to info @ stonecurves.com email.
- Give tours of the community.
- Maintain a waiting list of buyers who are in the market for a particular unit type that is not available.
- Coordinate with the meal program.
- Plan and host community social events.
- Communicate budgetary needs to Finance Team in time for preparation of annual budget.
- Communicate to Job Coordinators the number of hours needed for all membership tasks.
- Publish a community newsletter.
- Mediate conflicts between individual community members who request it.
- Be responsive to any input offered by any community member concerning team's activities.
- Notify the community about any team activity that might reasonably be expected to be controversial and/or questionably within the team's mandate.