



Committee Structure & Job Descriptions

Budget and Finance Committee

The purpose of the Budget and Finance Committee is to ensure that dues assessments by the Association are reasonable and necessary and that expenditures by the Association are prudent and appropriate. Members of the Budget and Finance Committee study and make recommendations concerning the monthly/annual Association dues amount, develop and make recommendations for an annual Association budget, monitor spending by the Association during the course of the year, and from time to time make recommendations about other budgetary and financial matters as appropriate. The Committee receives budgetary recommendations from various other committees of the Association, determines the feasibility of the other committees' recommended budgets, and considers such budgetary recommendations in formulating recommendations for the Association's annual budget. The Committee presents the annual budget to the Board of Directors for approval. The Committee annually reviews the Reserve and Replacement Budget and makes recommendations to the Board for adjustments. The Committee meets at least quarterly or more often as is reasonable and appropriate. The Committee is made up of a chair and other members who are appointed by the Board. The Committee chair attends meetings of the Board for the purpose of reporting on the Committee's activities and recommendations.

Community Outreach Committee

The purpose of the Community Outreach Committee is to promote and maintain positive lines of communication with Forest Heights residents and to arrange opportunities for Forest Heights homeowners and residents to meet together and socialize on a regular basis at a reasonable and appropriate expense to the Association. Members of the Committee make recommendations to the Board of Directors concerning, planning, scheduling, and implementing the Association's social events. Members of the Committee help to build a sense of community through assistance with the association newsletter and website, planning and conducting community events, working with other groups and organizations in Forest Heights and recommending to the Board various activities and methods for building community. The Committee also makes recommendations to the Budget Committee regarding the Association's annual budget for community activities. The Committee meets at least bi-monthly or as often as reasonable and necessary. The Committee is made up of a chair and other members who are appointed by the Board. The Committee Chair attends meetings of the Board for the purpose of reporting on the Committee's activities and recommendations.

Executive Committee

The Executive Committee is made up of Board officers: President, Vice President, Secretary, and Treasurer. The committee meets monthly prior to Board meetings to discuss agenda items for upcoming Board meetings. The committee meets at the call of the President if important issues need to be discussed. Items requiring Board decisions may be discussed, but no votes are taken. The Committee serves as an oversight committee for management and assists the General Manager with policy development, recruiting, hiring and performance evaluation. The Committee performs the annual performance evaluation of the General Manager and negotiates the employment agreement with the General Manager. The Committee conducts the hiring process for the General Manager position.

Landscape Committee

The purpose of the Landscape Committee is to monitor the common area landscaping in Forest Heights, principally the streetscapes in Forest Heights and to make recommendations for improvements or upgrades to the landscaping to the Board of Directors. The committee will act as Liaison with the Association's landscape contractor and make recommendations for adjustments to the work of the landscaper. The committee will assist the Board with selection of a landscape contractor when contract renewal occurs. The Committee will make recommendations to the Budget Committee regarding an appropriate annual budget for landscaping and a budget for implementing its recommendations. The Committee is made up of a chair and other members who are appointed by the Board. The Committee Chair attends meetings of the Board for the purpose of reporting on the Committee's activities and recommendations. The Committee meets at least bi-monthly (i.e. every other month) or as often as reasonable and necessary.

Nominating Committee

The Nominating Committee is responsible for recruiting candidates for the Board of Directors prior to the annual election and preparing a list of nominees for the vacant Board positions in the election. The Committee arranges for publication of information about the election in the newsletter and inclusion of candidate statements in the newsletter, establishes rules for candidate statements, coordinates placement of candidate names on proxies and ballots. The Committee is made up of a Chair and up to five members appointed by the Board. The Committee meets as necessary prior to the annual election to carry out its responsibilities.

Parks and Recreation Committee

The purpose of the Park and Recreation Committee is to monitor park and recreation facilities and activities and to make recommendations for improvements, upgrades and additional facilities to the Board of Directors. The Committee is to continually monitor recreational needs and interests of residents and make recommendations to the Board to meet these needs. The Committee will oversee the use and condition of Mill Pond Park and other park facilities that may be added. The Committee will assist in liaison with the City for use of Forest Heights Park. The Committee will also make recommendations to the Budget Committee regarding an appropriate budget for implementing its recommendations. The Committee is made up of a chair and other members who are appointed by the Board. The Committee Chair attends meetings of the Board for the purpose of reporting on the Committee's activities and recommendations. The Committee meets at least bi-monthly (i.e. every other month) or as often as reasonable and necessary.

Policy Oversight

The purpose of the Policy Oversight Committee is to review, evaluate and make recommendations to the Board of Directors concerning the Association's policies, rules and guidelines that govern Forest Heights. The Committee is charged with developing a detailed knowledge of the Association's mandatory, administrative and architecture policies, rules and guidelines and of understanding the source and status of such policies and rules. The committee systematically reviews such policies, rules and guidelines for the purpose of making recommendations to the Board as necessary to update, revise or abrogate them. Members of the Committee also oversee and make recommendations regarding the Architectural Review Committee (ARC), including the ARC's composition, funding, fee structure, rules and guidelines adopted by the ARC and implementation of ARC's decisions. The Committee further oversees and makes appropriate recommendations concerning the Association's administrative enforcement and appeal procedures, as well as the Association's fine schedule and notice procedures. The Committee is made up of a chair and other members who are appointed by the Board of Directors. The Committee meets at least bi-monthly (i.e. every other month) or as often as reasonable and necessary. The committee will remain in existence until it has completed a review of the Associations' rules and guidelines and the Board has finished with all of the committee's recommendations.

Public Safety Committee

The purpose of the Public Safety Committee is to investigate and make recommendations to the board regarding the safety of roadways, parks, trails, and common areas, as it affects the quality of life of residents of Forest Heights. This includes evaluating and making recommendations concerning the public transportation needs of residents of Forest Heights, concerning traffic safety issues and concerning natural disasters. The Committee also addresses transportation and transportation-related safety issues (including those involving public streets and sidewalks) arising in Forest Heights. The committee's responsibility includes reviewing what steps can be taken to prepare residents in the event of a disaster. The committee's goal is to receive training through the City of Portland's office of emergency management, to become designated as a Neighborhood Emergency Team, and to participate in city wide drills. The committee will also coordinate with any School Emergency Team that is created for Forest Park Elementary School. The committee is charged with recruiting residents to participate in the NET training and to come up with a general disaster plan for residents that can be presented to the community. In addition to monthly reports to the board, the committee will provide educational information to the community via newsletter articles or posted on the Association website.

The Committee makes recommendations to the Budget and Finance Committee for funding its programs and projects. The Committee maintains communications with and coordinates activities with the Northwest Heights Neighborhood Association. The Committee is made up of a chair and other members who are appointed by the Board of Directors. The Committee Chair attends meetings of the Board for the purpose of reporting on the Committee's activities and recommendations. The Committee meets at least bi-monthly (i.e. every other month) or as often as reasonable and necessary.

Trails & Natural Habitat Committee

The purpose of the Common Areas Committee is to promote the use of Forest Heights trails and common areas by residents of Forest Heights. Members of the Committee walk the trails on a regular basis, monitor the condition of the trails and common areas of Forest Heights and make recommendations to the Board concerning appropriate maintenance, upkeep, and improvements to the trails and common areas. The committee monitors conditions of the natural habitat and streams in Forest Heights and makes recommendations for water quality improvement, removal of invasive species and planting of native species. The Committee monitors areas suitable for mitigation planting by residents who are required to provide environmental mitigation. The Committee organizes and coordinates an annual tree-planting event in which members of the community are invited to participate. The Committee oversees and makes recommendations to the Board concerning the process of selecting and contracting with environmental firms and arborists. The Committee makes recommendations to the Budget Committee regarding the Association's annual budget for maintenance of the Association's trails and common areas, for the tree-planting event, water quality and habitat improvements. The Committee meets at least bi-monthly (i.e., every other month) or more often as reasonable and appropriate. The Committee is made up of a chair and other members who are appointed by the Board. The Committee Chair attends meetings of the Board for the purpose of reporting on the Committee's activities and recommendations.