

## **Volunteering for SKP Ranch Committees**

**\*\* Audit** -- Assistants to the Auditor/Accountant help to collect data for the Annual Review of the Co-ops Books

**Beautification** – Volunteers work together on keeping The Ranch looking Good: Painting, weeding, trimming, re-vamping on occasion.

**\*\* Building And Safety** – Volunteers review Lot Improvement Plans submitted by Members wanting to make changes to their lots. They inspect the completed project and review the costs related to the improvement/repair. When a Lot is released for re-assignment, they inspect the lot for needed repairs and follow procedures to assure that the Lot is ready for re-assignment.

**Communication** – Volunteers monitor The Ranch's Facebook pages and manage the Co-Op's Website.

**\*\* Electrical** – Volunteers are called upon when members or visitors have unexpected problems with their electrical hook-ups by checking out the Electrical Pedestal and calling in the Ranch's electrical contractor, if nec.

### **\*\* Finance**

**Flag** Volunteers take charge of the raising & lowering of the flags on a daily basis depending upon the weather conditions.

**Governing Documents** – Review and recommend to the BoD all changes to the Governing Documents, i.e.; Bylaws, Standing Rules, and all Policies and Procedures of the Corporation.

**\*\* Grievance – Appointed** Members investigate situations in which an unresolved conflict occurs between 2 or more members. The Committee brings the parties together for resolution, if possible. Guidelines and Procedures are to be followed.

**Library** – Volunteers keep the SKP library of books and movies in order. Inform members of when the Book Mobile is expected and present in the park.

**\*\* Long Term Planning** -- Volunteers propose, research and recommend projects that need to be considered and budgeted for the Co-op's needs and improvements.

**\*\* Lot Transfer** – Volunteers conduct the leasing and re-leasing of lots in the Co-op, as well as assisting in the enrollment of new Co-op Members and updating of Membership Records.

**\*\* Marketing** – Volunteers design and co-ordinate the printing of Marketing Materials for distribution to visitors and at Escapade.

**\*\* Nominating & Election** – Volunteers consider and call members who may be willing and able to serve on the Board of Directors before November of each year. They are also responsible for determining if quorum is present at meetings, counting and announcing ballots and votes.

**Parking Guides** -- Volunteers are called upon when available to guide visitors to their designated lot and watch them park avoiding any obstacles on the lot. They may need to assist in the hook-up of water & electricity and take meter reading. They report any problem with the lot's hook-ups, if nec.

**\*\* Ranch House** – Volunteers maintain the Ranch House's appearance throughout the year with monthly festive decorating. Semi-annually, they organize a deeper cleaning of the building – more than is done by our Maintenance person on a daily and weekly basis.

**\*\* Storage Lot** -- Volunteers maintain the area of the Storage Lot so that spaces are clearly marked and properly occupied with parked vehicles – reporting any problem items being stored to the Board of Directors.

**Water** – Volunteers maintain our complex RO Water System, including to but not limited to the daily reading of the water meters, weekly water testing, and checking for abnormalities in the system.

**Welcome** – Volunteers prepare Welcome Packets for Visitors to the Ranch. Future plan is to create and implement Welcoming Activities for our New Members.