



# Sheffield Manor

P.O. Box 93045 • Norcross GA 30003

## *Divide the Work, Multiply the Results!*

### **Board of Directors**

9 members ~ new members elected at the Annual Meeting  
Administration and Governance of Sheffield Manor

### **Legal** ~ work with the Board President

4 to 6 people ~ Update, review and revise our HOA documents  
1 to 2 people ~ Advise President and Board as needed on other legal issues

### **Communication** ~ work with the Board Secretary

1 to 2 people ~ NEWSLETTERS: Edit, write, and produce  
3 to 4 people ~ MAILINGS: Prepare and/or deliver Mailings, Notices, Newsletters

### **Web Site** ~ work with the Board Secretary

1 to 2 people ~ Serve as Administrator of the HOA website  
Help design and keep website updated

### **Architectural Control** ~ work with the Board Member Chair

5 to 6 people ~ ACC Guideline enforcement, 2-4 walk a-rounds plus individual cases  
3 to 4 people ~ Keep ACC guidelines up to date  
1 to 2 people ~ Spring clean up coordinator, planning and supervising  
2 to 3 people ~ Fall clean up coordinator, planning and supervising  
2 to 3 people ~ General maintenance issues, research, plan, budget & supervise  
2 to 3 people ~ Drainage and Fence maintenance, supervise retention pond repair and  
and Fence repair and cleaning plus general monitoring

### **Welcoming/Social** ~ work with the Board

3 to 4 people ~ WELCOME new Residents; collect contact info, explain rules & regs  
invite to join committee  
3 or more people ~ INTERPRETER for documents, rules and correspondence for  
non-English speaking residents.  
5 to 6 people ~ SOCIAL EVENTS planning and supervision for i.e. Resident Summer  
Party, Community Garage Sale, etc.

To volunteer: complete the information below and give it with a Board Member,  
or mail it to the Board at the address above.

I am willing to help with \_\_\_\_\_

Name (print) \_\_\_\_\_ Phone \_\_\_\_\_