



## **SPRINGFIELD OAKS HOMEOWNERS ASSOCIATION, INC. COMMITTEE VOLUNTEER SIGN UP FORM**

The board of directors has established the standing committees listed below, the scopes of which encompass the basic activities and responsibilities of the Association. The board encourages widespread community participation in its committees, including renters. Committees work closely with the Board of Directors and the management company on the solicitation of contractual bids for maintenance within the community as well as forming recommendations to the Board of Directors on various issues before the Association.

**Landscaping and Grounds Committee** – handles maintenance and operation of grounds and landscaping  
**Architectural Review** – reviews applications for exterior modifications and issues/deals with violations of same

**Street and Parking Committee** – handles maintenance and operation of parking, streets and sidewalk areas

**External Affairs Committee** – monitors activities outside the community by government and others that affect us

**Neighborhood Watch Committee** – coordinates neighbors working together to “take a bite outta crime!”

**Newsletter Committee** – prepares and publishes the community newsletter, including coordination of website

**Social Committee** – Coordinates the annual community picnic in the summer

You are strongly encouraged to lend some of your time, no matter how little, to one or more of these committees.

If you are interested in volunteering, please fill out this form and return it to:

Springfield Oaks HOA,  
c/o Sequoia Management, Inc.  
13998 Parkeast Circle  
Chantilly, Virginia 20151-2283

You may also turn this form in at the annual meeting, return it with your proxy by mail, fax it to 703-968-0936 or e-mail the answers to: [jfenton@sequoiamanagement.com](mailto:jfenton@sequoiamanagement.com)

You can also learn more about the various committees on the community website at: <http://www.springfieldoaks.org/committees.htm>

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Name

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Address

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Phone Number(s)

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Email Address

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List the Committees that you are interested in signing up for or learning more about

Are you interested in being a chairperson of any of these committees? \_\_\_ Yes \_\_\_ No

If yes, which one? \_\_\_\_\_

*Note: The Board of Directors selects chairs of committees.*