

SHERWOOD FOREST ASSOCIATION COMMITTEE DESCRIPTIONS

Block Captains Committee

The primary purpose of the committee is to develop a network to disseminate information to the Sherwood Forest community in a timely manner utilizing residents that volunteer to represent their block. The committee will also be used to assess complaints and questions from Sherwood Forest residents.

Key city departments to be contacted: Ombudsman

Major projects for the year:

1. Get block captains for every block in Sherwood Forest.
2. Appoint a block captain team leader.
3. Develop a list with all the block captains' e-mail addresses.
4. Have two meetings a year with all block captains.

Communications Committee

This committee has four functions:

1. to produce our newsletter, the *Tattler*, six times a year or as often as the editor deems appropriate.
2. to maintain our neighborhood website at www.sherwoodforestdetroit.org.
3. to maintain neighborhood email and address lists.
4. to send email notices to residents, as necessary, and to respond to email communications from residents.

TATTLER: The *Tattler* is sent electronically to email subscribers and through the U.S. mail to non-email subscribers. It is the goal of the editor to make this an exclusively electronic newsletter once we have gathered a greater percentage of resident email addresses. Once an edition of the *Tattler* is written, electronic copies are sent to email subscribers and the new edition is placed on the website under "Newsletter." An electronic copy is sent to our printer: Executive Assistance, 20001 James Couzens, Detroit, 48235. The owners are Loreina and Chong So. Their phone number is (313) 342-5242, their fax is (313) 342-7780 and their email address is Lorso98@sbcglobal.net. Along with the electronic copy of the *Tattler*, we send Executive Assistance an updated email list reflecting any new email addresses of our residents. Executive keeps two mailing lists, one for all our residents and one for our non-email subscribers. Executive then prints and mails the *Tattler* to our non-email residents. The non-email subscribers

get an abbreviated version of the *Tattler* because we must edit to fit the size of the paper *Tattler*. Presently, the *Tattler* does not accept paid advertising.

WEBSITE: The committee must keep all information on the website up to date, including forms, notices of upcoming events, the "This Old House" list and the business directory. Our web service provider is Network Solutions, 13861 Sunrise Valley Drive, Herndon, VA 20171, networksolutions.com, and its annual fee is due in August. The annual fee in 2006 was \$129.

EMAIL AND ADDRESS LISTS: The committee must continuously update email and address lists as well as encourage residents to provide their email addresses and address changes. Email addresses are solicited on our annual Sherwood Forest Association dues notices, Patrol dues notices, and through the *Tattler*. When an email is returned as undeliverable, we have a form postcard that we send to the resident seeking an updated email address. When U.S. mail is returned to Executive Assistance, we are notified so we can follow up. Email and address lists are not shared with other organizations or even with other neighbors. It is important for residents to know that the information they share with us is kept private.

EMAIL NOTICES: In addition to sending the *Tattler*, we communicate regularly with neighbors by email. We send notices of upcoming neighborhood events, communications from the city and from other neighborhoods, even notices about lost pets. We do not send commercial or political notices via email. Residents email us on a regular basis and we try to respond to each of these emails.

Events Committee

The purpose of this committee is the planning and execution of events that include the participation of all Sherwood Forest residents. All events require board approval for the activity and any required funds.

Events could include but are not limited to:

- Fun Run
- Holiday Events such as a Halloween party
- Concerts in the Park
- Meet and Greets in homes of residents
- Annual Membership Meeting – usually held the second week of May and preceded by a potluck supper

The committee will solicit help from residents for:

- Food donations
- Distribution of Flyers
- Decorations

Legal Committee

The purpose of the committee is to:

1. Advise on governance (By-Laws, etc.) issues
2. Review Association contracts, insurance policies, etc.
3. Advise and work with other committees such as Property Maintenance and City Services
4. Advise and recommend on matters regarding interpretation, meaning and enforcement of Property Restrictions and Historic District rules and regulations, pending on state legislation and other matters of legal significance to the Association.

Key City departments to be contacted:

Detroit Law Department	313-224-4550
Historic Commission - (Susan McBride)	313-224-6536
Building and Safety Engineering Department	313-224-3235
Department of Zoning - Appeals	313-224-2595

Membership Committee

Purpose of Committee:

1. to maintain an address and phone number list for all residents.
2. to send out annual billings for Sherwood Forest Association membership and follow-up reminder notices.
3. to promote Sherwood Forest Association membership through coordinated efforts with the Welcoming Committee and with Block Captains.
4. to schedule Board of Directors' meetings at the homes of board members.
5. to send post card reminders of meetings to board members approximately one week prior to each scheduled monthly board meeting (except for the month of August, when we do not meet).

Property Maintenance Committee

This committee exists to ensure the health, safety and beauty of Sherwood Forest by monitoring compliance with the Sherwood Forest property restrictions, as well as zoning and property maintenance provisions of the Detroit City Code.

The chairperson of the committee is alerted to possible property maintenance violations in two ways: 1) through regular personal observation of properties in the neighborhood; 2) through complaints received by the Sherwood Forest Association from neighbors. Typical violations are improper storage of vehicles, untimely placement of trash at the curb for pickup, failure to cut grass, etc.

On confirmation of a violation, the chairperson will send the homeowner a reminder letter specifying the violation and the steps necessary to remedy the situation. The Sherwood Forest Association has developed form letters for this purpose, and they are available online. The first step is to seek voluntary compliance from the homeowner. In the rare instance where the homeowner declines to comply, the chairperson of this committee is responsible for contacting the appropriate city department or agency to seek assistance in resolution of the problem.

Public Relations Committee

The primary purpose of the committee is to inform and market to the public-at-large the attractive features and benefits of living in Sherwood Forest in order to attract potential homeowners to the neighborhood. Secondly, the committee's mission is to attract new businesses to Livernois Road that cater to the consumer tastes and needs of the demographics in community. In addition, it is the responsibility of the committee to educate the residents on the historic commission's mandatory guidelines for exteriors, provide optional interior consultation for home renovations and make residents aware of the benefits of State of Michigan historic tax credits for renovation and restoration of homes. The committee will meet these goals through carefully designed television, print and internet media campaigns.

Key city departments to be contacted:

- 1 Communications and Creative Services
- 2 Historic Commission
- 3 Office of Targeted Development
- 4 Office of Business Development

Major projects

1. Contact relocation departments of major corporations located in the metro Detroit area and educate them about Sherwood Forest as a place to buy a home for their employees that are moving to the area.
2. Target businesses to open stores on Livernois.

Reforestation Committee

This committee has two primary responsibilities:

- 1 Maintaining passive parks - This includes Canterbury (Sherwood) Park, areas around the Sherwood Forest signs, the "walk-through" to Livernois on Warrington where Chesterfield ends, and the islands at Pembroke at Renfrew and at both ends of the Refrew-Parkside circle. We contract with a lawn service to maintain these areas, except for Canterbury Park, which currently is mowed by the City, but which the City may not be able to mow every year. Even if the City does mow this park, it normally does not do a spring or fall cleanup, and the Association pays to have this done. In 2006, we used:

Shrubs Are Us 24850
Wilmot Ave.
Eastpointe, Mt 48021
586-774-705

However, we may want to find a less costly service in the future and negotiate an annual contract. Contracts are reviewed by the chair of the Law Committee, currently Walter Shapero.

Maintaining the parks also includes arranging to have flowers planted around the Sherwood Forest signs by neighborhood volunteers who both provide the flowers, and plant and maintain them. Volunteers in the past have included Ernest Thompson, Mary and Edsel Stallings, Mary Ellen and Eugene Benson, Herbert Dipple, Gail Rodwan and Pat Shay.

- 2 Tree planting - The City has had a fall tree-planting program under which it has planted trees in the parkway areas. It has typically charged \$50 per tree, with the homeowner paying \$25 and the Association paying \$25. This program may not continue, but the chair of this committee should check with the city arborist each spring to find out if trees are going to be provided and, if so, the date by which tree orders must be submitted to the City. A notice to residents should then be placed in the *Tattler*. Contact:

Dan Kurkowski
City Arborist
871-5416 or

Brad Dick
Assistant Director of General Services
224-1100

SPECIAL ONE-TIME PROJECT: We need to have dead ash trees removed throughout the neighborhood. The City may remove them. If it does, we need to determine whether

it will also remove the stumps and provide replacement trees. If it does not do these two things, the Association, through this committee, will need to find a way to have them done.

Public Safety Committee

Duties Relating to Security Patrol

- 1 Review contracts and patrol performance and report that information to the board for review
- 2 Keep working list of patrol membership
- 3 Organize board members when patrol membership is lacking so that they may help with calling, mailing reminder forms and knocking on doors.
- 4 Keep abreast of adjoining neighborhoods' crime/incidents
- 5 Maintain a working relationship with the Western District (DPD) and its crime reports.
- 6 Make neighbors aware of benefits of patrol membership
- 7 Coordinate with person who handles billing
- 8 Coordinate with patrol manger (currently Charlie Primas) and service provider (currently RCN Security).

Snow Removal Committee

Street Snow Removal Specifications:

- 1 Service: Plowing of streets curb to curb and around corners including fully clearing all intersections in the Sherwood Forest Subdivision from Seven Mile to Pembroke, excluding 7 Mile Road and Pembroke, from Livernois to Parkside, excluding Livernois, including the city fire route on Canterbury, unless otherwise specified by the Association. Service to be done on an ON CALL BASIS - to commence as soon as possible.
- 2 Plowing Guidelines: Any snowfall with an accumulation of 4.0 or more or as otherwise requested by the Association.

Insurance Specifications;

- 1 Types of Insurance:
 - a) General Liability (at least \$300,000 individual occurrence/aggregate)

- b) Automobile Liability (including hired and non-owned autos/vehicles covering combined single limit, bodily injury per person and per accident and property damage, in amounts reasonably acceptable to Association).
 - c) Worker's Compensation covering contractors/employees.
- 2 Policies to show the Association and its directors as both named insureds and certificate holders
 - 3 Policies to provide for any cancellation notices to be sent to the Association at a specified address.
 - 4 Certificates evidencing above including names of the insurance companies involved to be given to the Association before any work is commenced: said companies are to be rated as financially responsible by recognized rating services.
 - 5 If Contractor uses subcontractors or non-employees to perform the work, such shall also supply the above insurance coverages to the extent such are not included in the polices furnished by the Contractor.

Implementation Process and Timeline:

- 1 September/October: Send Snow Removal and Insurance Specifications to vendor(s) and request proposals including proof of insurance.
- 2 October: Send proposal(s) and insurance documents to SFA board attorney for review and sign off.
- 3 October: Forward proposal and insurance documents to SFA board president.
- 4 November: In preparation for first snow fall, establish communication process between vendor and SFA primary and back up point person (Committee Chair).
- 5 December - April: Publish reminder in *Tattler* to remove all vehicles and Courvilles from street during snow alert to allow snow removal equipment to plow from curb to curb.
- 6 December - April: Monitor snow fall weather reports and negotiate plowing process with vendor as needed.

Welcoming Committee

The purpose of this committee is to welcome new homeowners to Sherwood Forest and to personally provide each family with a lovely tray of fresh home baked goodies. In

addition, our goal is to provide each homeowner with pertinent information about Sherwood Forest, including:

1. A handbook which gives a brief history of Sherwood Forest
2. Membership forms for the Sherwood Forest Association and Patrol
3. A booklet about Sherwood Forest as an historic district
4. A copy of our property restrictions
5. A list of Sherwood Forest Association board members and their phone numbers.