

# Lakewood National Golf Club Inc.

## Committee Volunteer Instruction Sheet

The Lakewood National Golf Club, Inc. (LWN) Resident Director is seeking members, both full time and seasonal, to participate on committees to assist with the turn over process which is the transfer of control, of the community, from Lennar Corporation to the Homeowners. Volunteers for the committees must be members in good standing.

Five business committees are being established for the turnover process: Finance, Legal, Insurance, Reserves and Compliance. The charters for these committees are posted on the LWN website. The committees, will perform in-depth reviews of the processes, governing documents, policies, and rules used to manage the community relevant to the committee's responsibilities. As appropriate, each committee may recommend changes to facilitate a successful turnover.

Committee members will be supplied all information necessary to conduct their review. This is expected to be an intensive review process. It will require time and commitment from the members to complete the review, prepare reports, and make presentations to the Resident Director. Committee members are expected to be involved through the completion of the turnover process.

Volunteer Information Sheets should include a summary of the applicant's qualifications accompanied by a brief history of the experience relevant to the committee. Please complete the questions outlined on the information sheet and provide any additional information you feel applicable.

**All Volunteer Information Sheets must be received by October 29<sup>th</sup>, 2021 5:00pm EDT. Volunteer Information Sheets may be submitted to the Administration Office in an envelope addressed to Bill Hendryx or they may be submitted to Bill Hendryx via email at [lwndirector@gmail.com](mailto:lwndirector@gmail.com).**

Should you have any questions, please contact Bill Hendryx either at the email address listed above or by phone at 941.962.2415.

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## Committee Volunteer Information Sheet

Please indicate for which of these committees you are volunteering:

**Finance**      **Legal**   **Insurance**      **Reserves**      **Compliance**

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Full time or Seasonal \_\_\_\_\_

Volunteers will be expected to:

- Prepare concise reports,
- Communicate effectively,
- Use technology to access, submit, and deliver information,
- Dedicate the necessary time and effort.

In completing the Volunteer Information Sheets, please feel free to use as much space as you deem necessary.

Why are you interested in serving?

Qualifications and Background

Board Experience