



# Saw Creek Estates Community Association, Inc.

## Committee Application

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

SCE Property Address: \_\_\_\_\_

Are you the deeded owner:  Yes  No If no, what is your relationship to the deeded owner? \_\_\_\_\_

Check here if Mailing Address is the same as SCE Property Address:

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*Please sign waiver on the second page.*

Emergency Contact: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_

## COMMITTEES

Per the SCECA Bylaws, Article IV. Committees, Section C. Standing Committees - Generally, (1):

The following committees shall be the Standing Committees of the Association established by these Bylaws to function permanently. Standing Committees shall each be composed of at least three (3) but not to exceed nine (9) members all of whom must be members in good standing. They shall include deeded members, members spouse, domestic partner or dependent 18 years of age or older, all of whom must reside with deeded member; limit of two family members per committee. The Chair of each Standing Committee shall be a member of that committee selected by the committee members and approved by a majority of the Board in Executive Session. A member of a committee who is also a paid employee of the association will be deemed ineligible to serve as committee member. Each committee will also select a vice-chair to serve in the absence of the chair. The committee shall also appoint a secretary to record minutes at all the committee meetings. The members selected by the committee for vice-chair and secretary need not be approved by the Board. Members of each Standing Committee shall be appointed by and may be removed by a majority of the Board.

**Amended July 2025**

### WE NEED YOUR SUPPORT AND TIME!

All committees function in an advisory capacity to the Board and provide invaluable assistance to the proper function of the Association in those roles. The Board shall prescribe the duties and obligations of all Committees. Our committees are: Appeals, Beautification, Building & Architectural, Finance, Nominations, Public Information, Recreation, Rules and Regulations, and Safety. **NOTE: Submission of a Recreation Committee application also requires Child Abuse Clearance and Criminal History Clearance forms to be completed, per Pennsylvania Law. Forms are available at this website: <https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances>**

Please make your choice on the line provided below.

Which committee are you interested in? \_\_\_\_\_

*(If interested in more than one committee, please complete a separate committee application for each committee.)*

In a detailed and legible statement, please list three (3) contributions you can make to this committee.

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

*For Office Use Only*

Received: \_\_\_\_\_

H/O Standing: \_\_\_\_\_

Database: \_\_\_\_\_

Initials: \_\_\_\_\_

*For Recreation Committee:*

PA Child Abuse Clearance:  Yes  No

PSP Criminal History:  Yes  No

Expiration Date of Clearances: \_\_\_\_\_

Emailed PA Child Abuse Clearance to Communications

Emailed PSP Criminal History Clearance to Communications

## CONFIDENTIALITY ACKNOWLEDGEMENT

As a committee member, you may from time to time be privy to personal information regarding specific homeowners, staff, committee members, Board members and/or issues not generally available to the homeowners at large. It is your responsibility to maintain strict confidentiality concerning this information. To the extent this policy is violated, I understand I could be removed from my position and could be liable to the extent such information proves libelous to the individual in question or SCECA.

## LIABILITY DISCLAIMER

I understand that committee membership is given freely and without pay; committee members are not employees of Saw Creek Estates Community Association, Inc.

Committee members also acknowledge that no committee work is mandatory, and they may opt out at any time. Although every effort is taken to ensure the safety of committee members, Saw Creek Estates Community Association, Inc. is not responsible for and cannot compensate for injuries that may be obtained while performing committee member duties.

I hereby acknowledge that if I am approved for committee membership, my signature on this waiver gives Saw Creek Estates Community Association, Inc. permission to use my image in public relations materials.

Please Sign: \_\_\_\_\_ Date \_\_\_\_\_

If Under 18: Birth Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_



## **Committee Application Procedure**

*Effective Date: 02/09/2009, Revised: 03/14/2026*

*Brief Description of Procedure: Saw Creek Estates provides many opportunities for residents to take an active role in serving the community including no more than two of the nine (9) standing committees or one ad-hoc committee. This procedure describes how residents may apply to serve as a committee member.*

1. Residents wishing to serve on a committee should complete a Committee Application form and submit it to Member Services. Current Saw Creek Board Members shall not submit a Committee Application form until after their term of service has been completed. Forms are available at the Members Services Office and online at [www.sawcreek.org](http://www.sawcreek.org).
2. Member Services will review the form to ensure that it is filled out completely including if applicant is deeded member, the applicant correct contact information and volunteer preference(s). In the section of *"What contribution can you make to this committee?"*, the applicant must indicate three (3) contributions outlining their experience, quality or accomplishments that makes them suitable as a potential member of the particular committee.
  - a. Residents may wish to serve on more than one committee. In this case, Member Services will ask the resident to complete separate/individual committee forms identifying the priority of each committee with designated qualifications for the specific committee. Member Services will confirm that the application clearly prioritizes which committees the applicant prefers (i.e., first, second, third preference).
  - b. Committee members currently serving on two standing committees may also serve on one ad-hoc committee.
  - c. Applicants for the Recreation Committee must indicate their agreement to acquire the PA Keep Kids Safe Clearance (form CY113) in accordance with the Child Protective Services Law.
3. After confirming information and preferences, Member Services will:
  - a. Date the application;
  - b. Verify applicant status (member standing, relationship of member, domestic partner, etc.) and note it on the form;
  - c. Distribute a copy of the members' application or applications via email to the appropriate Committee Chair(s), Board Liaison(s), and the Board Secretary;
  - d. If applicant does not meet any of the requirements for becoming a committee member, Board Secretary is to be notified of applicant's status.
4. The Board Secretary will determine whether there is a vacancy on the chosen committee(s) as well as validate if applicant is a member on another committee or committees and if the applicant meets the requirements of the SCE Committee Code of Conduct; approved members can only serve on a max of two (2) standing committees. If a vacancy exists, the Board Secretary will verify receipt of the application with the Committee Chairperson or Chairpersons.



5. The Chairperson of the first and/or second preferred committee will contact the applicant and discuss the committee function, meeting schedule and committee member responsibilities. If the preferred committee is full, the Committee Chair will advise the applicant that he/she may either:
  - a. Attend the meetings and participate as a non-voting committee member and/or,
  - b. Consider serving on another committee having a voting member vacancy.
  
6. The Chairperson will schedule a meeting of the active committee members to review the new member's application and determine if the applicant is a "fit" for the committee:
  - a. Where multiple applications are received and with limited openings, the committee members shall discuss the applicant's qualifications and determine if the applicant or applicants would be a "fit".
  - b. The committee will take a vote of "approved" or "oppose" where an applicant needs to be approved by a quorum of the active members.
  - c. The committee's approval or opposition of the applicant should be documented in the committee minutes, with minutes forwarded to the Board Secretary.
  - d. Board Secretary will present completed applications each month in the executive session for approval by the Board of Directors.
  - e. Following a review and determination by the Board of Directors, the Board Secretary shall notify the Committee Chairperson upon approval of an applicant and update all committee records.
  - f. The Committee Chair will then notify the new member or members that they have been accepted to serve on the committee.
  - g. Board Secretary will forward updated committee roster(s) to the Board, the Committee Chairperson and MSO.
  
7. Upon disapproval of an application, the Board Liaison for the respective committee will notify the applicant of the Board's decision.

*Approved: 03/14/2026*