

BOARD POSITION RESPONSIBILITIES

The Board of Directors' responsibilities are outlined in the Northwest Hills HOA By-Laws, in Articles V and VIII.

Directors Positions Include:

President

Vice-President

Secretary

Treasurer

Member-at-Large #1

Member-at-Large #2

Member-at-Large #3

Elections

Elections will be held annually for two year terms, in alternating years:

1. President, Secretary, At-Large Members #2 and #3.
2. Vice-President, Treasurer and At-Large Member #1.

Responsibilities for Selected Work Areas

(By-Laws Article IX - Section 9.01)

1. Committees

Refer to By-Laws Article IX, Sections 9.03 - 9.04 - 9.05.

Committees and their work area responsibilities are designated by Board of Directors. Committees shall consist of a chairperson and other members, none of whom needs to be a member of the Board. Chairpersons are responsible for outlining a program of work and recruiting and training committee members. All members of the Corporation (ie: owners of NWH property) are invited and encouraged to serve on committees. Anyone who would like to participate in the activities and leadership of the Northwest Hills Homeowner Association is asked to please contact a Committee Chairperson or Board member.

2. Architectural Control Committee

- a.) Consists of a Chairman and up to five (5) members approved by the Board. Duties performed as outlined in Homeowners Declaration of Covenants, Conditions and Restrictions (CC&Rs).
- b.) Develops and updates new construction checklist for builder and homeowner at the time of plot review.
- c.) Addresses and resolves all covenant violations, homeowner's grievances, and other incidents, relating to Homeowners Association CC&Rs.
- d.) All issues that cannot be resolved by the committee, must be presented to the Board for further action.
- e.) All vital correspondence must be in writing for record and future reference.
- f.) Maintains records of all activities.
- g.) Chairperson calls meetings as required for direction. Attends all Board meetings and files reports of activities for record.

3. Common Property Manager

- a.) Manages the maintenance of all common area property including main entrance, mail boxes, clubhouse; including cleaning and pest control, tennis court, swimming pools; including pool service, playground, and common area landscaping; including mowing, trimming, spraying and fertilizing. Repairs or requests repair of all painting needs, mechanical, electrical, security cameras, plumbing, testing of fire plugs, pool equipment, and sprinklers. Organizes work sessions, and trash pick- up as necessary. Works with the Treasurer to establish annual budgets for property maintenance.
- b.) Works with the Board to assess what “non-routine” (not covered above) repair and improvement projects are deemed necessary. Solicits competitive bids for such projects and/or service contracts. Expenses for “non-routine” activities are submitted to Treasurer for budgeting and Board approval.
- c.) Attends Board meetings and files records.

4. Clubhouse Coordinator

Schedules and coordinates all activities of the clubhouse, including clubhouse rentals and Board meetings. Distributes and receives Club Rental Forms (which include rules and guidelines for use of the clubhouse) and directs the forms and fees to the Treasurer. Maintains records for control purposes. Provides clubhouse access to renters, inspects clubhouse after rentals and maintains keys for security

control. Provides Common Property Manager a list of replacement items needed for clubhouse facility. Attends all Board meetings and files reports of activities for record.

5. Nominating Committee

Refer to Homeowners Association By-Laws - Article V, Section 5.12.

Meets for purpose of recruiting and selecting prospective Board Members and Committee Members. Consists of a Chairperson and two or more members of the corporation. The Nominations Chairman must be appointed by the Board and serve on an annual basis, without vacancy. In the event of a vacancy of the Chair, the board shall appoint a successor without delay.

6. Beautification Committee

Consists of a chairperson and two members representing Homeowners. Organized to review current landscaping needs, develop plans for new projects, and recommend budget needs to Treasurer for Board consideration and approval. Assists Common Property Manager when requested. Chairperson reports to Board when needed. Files reports to Board of activities for record.

7. Social Activities Committee

Consists of a chairperson and two members. Is responsible for planning Homeowners Association social activities such as an outdoor event in summer, a holiday party, and other social events as approved by the Board. Works with Treasurer to establish budget needs for planned activities. Chairperson calls meetings necessary for planning activity details. Chairperson reports to Board as planned activities require. Files reports to Board of all activities for record.

8. Welcoming Committee

Consists of a chairperson and two members. Organized for the purpose of welcoming new residents when they move into the subdivision. Opportunities can be expanded to other programs of care and concern as determined by the committee. Chairperson is to coordinate activities with the Treasurer to remain current on newcomers. Expenses necessary for activity must be submitted to Treasurer for budgeting and Board approval. Files reports of activities to the Board for record.

9. By-Laws Committee

Consists of a chairperson and two or more members, organized for the purpose of keeping By-Laws*, CC&R's* and “Rules and Regulations of the Board” updated and current. Chairperson is to coordinate updates deemed necessary by the Board and propose language for review and approval by the Board. Changes in language shall result in revised documents that are to be recorded properly* and published for reference by the Members of the Corporation. (* By-laws and CC&R's require legal ratification with the State of Texas)