

BOARD POSITION RESPONSIBILITIES

- President - Presides at all meetings, directs Board, and coordinates newsletters.
- Vice-President - Chairs the Architectural Control Committee.
- Secretary - Takes and produces minutes of all Board Meetings, correspondences, and maintains H.O.A. records.
- Treasurer - Manages banking, investments, budgets, reserves, bills, financial reports.
- Member-at-Large #1 - Property Manager.
- Member-at-Large #2 - Clubhouse Coordinator and Social Activities Chairman.
- Member-at-Large #3 - Nominating Committee Chairman and Welcome Committee Chairman.
- Elections - Alternating years - two year terms
1. President, Secretary, At-Large Members #2 and #3.
2. Vice-President, Treasurer and At-Large Member #1.

Procedures for Selected Work Area Responsibilities

1. Architectural Control Committee

(By-Laws Article IX - Section 9.01)

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).

Develops and updates new construction checklist for builder and homeowner at the time of plot review.

Addresses and resolves all covenant violations, homeowner's grievances, and other incidents, relating to Homeowners Association CC&Rs. All

issues that cannot be resolved by the committee, must be presented to the Board for further action.

All vital correspondence must be in writing for record and future reference.

Maintains records of all activities.

Chairperson calls meetings as required for direction. Attends all Board meetings and files reports of activities for record.

2. Common Property Manager

Maintains all common area property including main entrance, clubhouse, pool area, tennis court, and playground. Repairs or requests repair of painting, all mechanical, electrical, plumbing, including testing of fire plugs, pool equipment, and sprinklers. Organizes work sessions, trash pick-up as necessary.

For compensation: Maintains all common area landscaping, including mowing, trimming, spraying and fertilizing, clubhouse pest control. Cleans and maintains swimming pools.

Attends all Board meetings and files reports of activities for record.

3. Clubhouse Coordinator

Schedules all activities of the clubhouse, including Board meetings.

Maintains records for control purposes. Works with Treasurer on handling of funds. Provides an activity checklist for renters of clubhouse. Maintains keys for security control.

Controls cleanup of clubhouse through cleaning service approved by Board. Provides Common Property Manager a list of replacement items needed for clubhouse facility.

Attends all Board meetings and files reports of activities for record.

4. Nominating Committee

Meets for purpose of selecting prospective Board Members and Committee Personnel. Chairman reports to Board as necessary.

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

Chairman and two or more members of corporation.

5. 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.

6. Social Activities Committee

Consists of a chairperson and two members representing Homeowners. Organized to plan for 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.

7. Welcome Committee

Consists of a chairperson and two members representing Homeowners. Organized for the purpose of welcoming new residents when they move into subdivision. Opportunities can be expanded to other programs of care and concern as determined by the committee. Chairperson to coordinate activities with 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.

Committees - Refer to By-Laws Article IX, Sections 9.03 - 9.04 - 9.05. Responsible to Board of Directors. Anyone who would like to be involved with any committee, please contact committee chairperson or Board member.