

BOARD OF DIRECTORS ROLES & PRIMARY RESPONSIBILITIES:

PRESIDENT:

- ❖ Main Officer representing the HOA in legal issues
- ❖ Main contact with legal counsel regarding covenants & enforcement issues
- ❖ Main contact with zoning committees /city government
- ❖ Oversees project management & board activity
- ❖ *Objectively protects & upholds the covenants & bylaws protects all members of the community*
- ❖ Estimated Dedicated Hours per Month: 10 hours

VICE PRESIDENT:

- ❖ Second officer in charge of HOA Board of Directors
- ❖ Acts as President if current president is unable or unfit to perform duties
- ❖ Secondary Officer representing the HOA in legal issues
- ❖ Secondary contact with legal counsel regarding covenants & enforcement issues
- ❖ Secondary contact with zoning committees /city government
- ❖ Oversees project management & board activity
- ❖ *Objectively protects & upholds the covenants & bylaws protects all members of the community*
- ❖ Estimated Dedicated Hours per Month: 6 hours

TREASURER:

- ❖ Responsible for maintaining and managing the annual HOA budgets
- ❖ Responsible for the collection of annual dues and enforcing non compliance
- ❖ Responsible for implementing collection activities on dues or other fines imposed due to violations
- ❖ Reports to board and members of community status of annual budget and variance reporting
- ❖ Determines, recommends and implements investment tools for any HOA budget reserve
- ❖ Determines & recommends proper amount to reserve in order for special project budgeting
- ❖ *Objectively protects & upholds the covenants & bylaws protects all members of the community*
- ❖ Estimated Dedicated Hours per Month: 3 hours

SECRETARY:

- ❖ Responsible for maintaining minute notes & vote documentation for all board meetings
- ❖ Responsible for updating the neighborhood website with current information
- ❖ Responsible for notifying the neighborhood of updated news

- ❖ Responsible for the collection /filing of all annual proxy votes
- ❖ Responsible for filing & maintaining all HOA records
- ❖ Objectively protects & upholds the covenants & bylaws protects all members of the community
- ❖ Estimated Dedicated Hours per Month: 10 hours

ASST. SECRETARY:

- ❖ Acts as backup to the Secretary Position.
- ❖ Responsible for the creation & distribution of the quarterly newsletter.
- ❖ Shared responsibility for notifying the neighborhood of updated news
- ❖ Responsible for storage and coordination of holiday decorations for front of neighborhood
- ❖ Responsible for heading ACC Committee & all other committees performance
- ❖ Objectively protects & upholds the covenants & bylaws protects all members of the community
- ❖ Estimated Dedicated Hours per Month: 3 hours

COMMITTEE ROLES AND RESPONSIBILITIES

ACC Committee represented by the Board of Directors:

- ❖ Responsible for objectively enforcing all ACC guidelines & HOA covenants
- ❖ Responsible for updating & making ACC upgrade recommendations to the board
- ❖ Responsible for publishing updated ACC guidelines to the members of the HOA
- ❖ Responsible for collecting and filing all requests for improvements
- ❖ Responsible for immediately reporting any violations
- ❖ Responsible for storing & timely installation of the neighborhood entrance holiday decorations
 - Key 2006 Projects:
 - Updating current paint & stain chips
 - Publish current ACC guidelines to website and hardcopy to members
 - Develop and create approval process and form /review with board & publish to members
 - Research and make recommendations to board to update current ACC guidelines by benchmarking other local HOA communities
 - Assist Landscape Committee in the research & evaluation of a new front fence
 - Assist Landscape committee in the research & evaluation of common area improvements

Landscaping Committee (2-3 individuals) :

- ❖ Responsible for soliciting (3) bids for all annual community landscaping /maintenance projects
- ❖ Responsible for research & evaluation of any NEW improvement project for common or front area
- ❖ Responsible for coordinating the removal of any fallen trees in the common area
- ❖ Responsible for the upkeep of the front entrance (burnt lights, etc)

- ❖ Responsible for managing the performance of any vendor doing work for the HOA
- ❖ Responsible for immediately reporting any issues to the board of directors
 - Key 2006 Projects:
 - Research & Evaluation of a new front fence replacement
 - Develop a new landscape plan/design for front entrance
 - Research and evaluate replacing /repainting the front entrance sign (black & gold)
 - Research alternative resolutions to the common area path erosion

Covenant Review Committee (2-3 individuals)

- ❖ Responsible for review of Creekshire HOA covenants with a goal to get to an abbreviated version.
- ❖ Responsible for reviewing other HOA covenants to ensure Creekshire remains consistent & updated.
- ❖ Responsible for soliciting neighborhood input to covenant changes
- ❖ Responsible for working with our law firm on retainer to ensure changes are within HOA laws.
- ❖ Responsible for making change recommendation to the Board of Directors
 - Key 2006 Projects:
 - Review other HOA websites /County records to obtain covenants of like sized neighborhoods.
 - Review & make recommendations regarding changing of the covenants particularly leasing.

Neighborhood Social Event Committee (2-4 individuals)

- ❖ Responsible for planning, organizing and executing seasonal social events targeted for all homeowners.
- ❖ Responsible for executing social events within a Board of Directors approved budget.
- ❖ Responsible for timely communication to homeowners on all events
- ❖ Responsible for updating, installing & take down of Creekshire front entrance holiday decoration selection.
 - Key 2006 Projects:
 - Update the Creekshire front entrance holiday decoration selection.
 - Planning, organizing and executing 1-3 major family oriented events & 1-2 adult oriented events – ie. Ladies night, Guys events, Couple events