

BOARD OF DIRECTORS

PRESIDENT:

- Preside at all meeting of the Board and of the Association
- See that orders and resolutions are carried out
- Official agent and spokesperson for the Association.

VICE PRESIDENT:

- Serve in the President's absence.
- Establish and maintain liaison with Municipal groups
- Chair the Planning Committee

SECRETARY:

- Keep minutes of all meetings of the Board and of the Association.
- Certify and record all votes and actions of the Board and of the Association.
- Maintain the records of the Association and keep the corporate seal.

TREASURER:

- Manage the finances of the Association.
- Properly keep the Association's financial records, books and accounts.
- Receive, deposit and disburse funds, as directed by the Board.
- Chair the Budget and Finance Committee
- **Note:** In keeping with good financial practices, checks must be signed by both the President and the Treasurer.

ARCHITECTURAL CONTROLLER:

- Review and rule on all improvement (exterior modification) requests from Homeowners.
- Maintain the architectural integrity and appearance of the neighborhood, as directed by the Board.
- Chair the Architectural Control Committee

GROUNDSKEEPER:

- Manage the Association's Common Areas (including maintenance and improvements, as well as contractors and utilities), as directed by the Board.
- Select and recommend the Yard of the Month.
- Review and rule on the appearance of Homeowners' landscaping, as directed by the Board.
Note: The appearance of visible lawns and landscaping of Homeowners' property may be reviewed by the Groundskeeper and/or the Architectural Controller.

ACTIVITIES DIRECTOR:

- Plan and coordinate special events
- Coordinate annual events
- Chair the Activities Committee

ELECTING DIRECTORS AND OFFICERS OF THE ASSOCIATION

There are seven (7) Director seats on the Board, which should always be filled. We homeowners (Members of the Association) elect Directors for staggered two-year terms: in alternating years we elect three (3) or four (4) Directors to the seats that finish (expire) their two-year terms. If a Director leaves during their term, then the Board must select a replacement to serve until the end of that term.

Officers (President, VP, Secretary, Treasurer) of the Association and functionaries/committee chairs (such as the ACC, Groundskeeper, Activities Director, Nominating Committee Chair) are selected by the Board. At the Annual Meeting, homeowners can run for Director seats. Then, at the first meeting of the new Board after the Annual Meeting, the Directors decide who will serve in each Office and position. (So you cannot run for Secretary, but you can run for the Board and you can volunteer to be the Secretary.)

NOMINATING COMMITTEE (FOR EACH YEAR):

- **Duties:** Responsible for nominations for election to the Board of Directors – for nominating and encouraging volunteers to stand for election to the Board.
- Each year's Nominating Committee must make at least as many nominations as there are vacancies on the Board to be filled in the election (3 or 4 expired terms in alternating years).
- Responsible for constructing a proper Call for Nominations for dissemination to the Membership in October or November.
- Responsible for overseeing the election of Directors at the Annual Meeting:
 - Constructing proper, individualized proxy forms;
 - Verifying the successful distribution of the proxy forms and Annual Meeting announcements to all Homeowners (all Members of the Association) at least ten days prior to the Annual Meeting (preferably thirty days prior);
 - Verifying/receiving mailed proxy forms and holding them prior to the Annual Meeting.
 - Providing ballots for voting at the Annual Meeting;
 - Validating and counting all proxy forms, Proxy votes, and ballots at the Annual Meeting, while ensuring transparency.
- **Committee Members:** A chairperson, who must at all times be a sitting Director (on the Board) and two or more Members of the Association selected by the Board, prior to the Annual meeting (at which the Committee members shall be announced), for the following year's election.

STANDING COMMITTEES (DUTIES AND MEMBERSHIP)

ARCHITECTURAL CONTROL COMMITTEE

- **Duties:** Responsible for maintaining the architectural integrity of the community. Responsible for meeting as required based on requests for improvements filed by Members (Homeowners). Responsible for reporting to the Board of Directors on all activity.
- **Members:** Architectural Controller (Director on the Board) and 2 officials elected at large or selected by the Board.

BUDGET AND FINANCE COMMITTEE

- **Duties:** Responsible for developing the annual budget and presenting it to the Board of Directors for approval. Responsible for briefing the approved budget to the entire Membership at the Annual Meeting. Responsible for meeting once a year at a scheduled time in a forum open to the entire Membership to discuss budget planning.
- **Members:** Treasurer, Activities Director, Groundskeeper, volunteers from the Membership.

PLANNING COMMITTEE

- **Duties:** Responsible for developing a planning list of proposed developments, improvements and activities. Responsible for presenting recommendation to the Board of Directors and the Budget and Finance Committee. Responsible for presenting recommendations to the Membership at the Annual Meeting. Responsible for meeting once a year at a scheduled time in a forum open to the entire Membership to discuss future development, improvements and activities.
- **Members:** Vice President (Director on the Board), Activities Director, Treasurer and volunteers from the Membership.

ACTIVITIES COMMITTEE

- **Duties:** Responsible for planning and executing events and providing input to the Planning Committee on future events. Responsible for presenting status of events to the Board of Directors and to the Membership at the Annual Meeting.
- **Members:** Activities Director and volunteers from the Membership.