

OAKS ROYAL PHASE III HOMEOWNERS ASSOCIATION, INC.

DIRECTOR POSITION DESCRIPTIONS

Revised Date: February 5, 2024

President

1. Preside at all meetings of the Board of Directors and Association meetings.
2. See that the orders and resolutions of the Board are carried out.
3. Sign all leases, mortgages, deeds and other written instruments.
4. Co-sign checks and promissory notes.
5. File Florida Department of Human Relations report.
6. Appoint committees as needed and ensure each has pertinent documents, objectives and resources to meet them. Coordinate people and resources.
7. Monitor Association activities and ensure follow-up to completion.
8. Identify problem areas and coordinate resources and processes for solution.
9. Identify ways to improve our condition; to make things better than they were before.
10. Identify future leaders. One of them is a future president. Work with them; include them in some of your activities so they can see how it works and how things are done.
11. Set an example for the kind of leadership you want for the future of our community. Performance of future presidents will be influenced by your example.
12. Exercise and discharge such other duties as may be required by the Board and accepted by the President.

Vice-President

1. Act in place of the President in the event of President's Absence, inability or refusal to act.
2. Permanent member of the Nominating/Elections Committee, providing oversight and acting as Board liaison.
3. Oversee voting procedures at the annual HOA meeting each January.
4. Set guidelines and oversee records retention of association files. Maintain an electronic backup of all pertinent and important association hard files, database and computer backup in safety deposit box in case of disaster. Ensure web accessed association files are kept up-to-date, and compliant with state statute 720.
5. Interviews potential residents in association with Hospitality Director. Maintains Association computer database of resident information. Ensures new resident information is forwarded to Treasurer and hardcopies to Secretary for Association files.
6. Ensure Association records keeping and guidelines are complaint with current state and federal HUD guidelines for compliance of 55 and older communities. Conducts HUD Survey of resident compliance with federal 55+ age requirements every two years in association with the Secretary and Hospitality Director. Maintain Association computer database of HUD information, and ensure Association maintains greater than 80% compliance, and report two year HUD survey to Association Board when completed.
7. Maintain system of four (4) motion-activated cameras on association property monitoring road activity. Ensure sim cards are switched every

2-4 months, and batteries every 4-5 months. Maintain files of downloaded pictures on Association computer.

8. Chair committee for revision of governing documents: Articles of Incorporation, Declaration of Easements, Bylaws and Standing Rules. Appoint and Chair any sub-committees as needed.
9. Set guidelines and appoint Compliance Committee.
10. Exercise and discharge such other duties as may be required by the Board and accepted by the Vice President.

Secretary

1. Keep the minutes of all meetings of the Association.
2. Record all Votes.
3. Maintain a book of the current Declarations, Articles, Bylaws and Standing Rules; including approved amended changes and additions.
4. Keep and file copies of all Association correspondence, bids, contracts, requests for architectural additions/modifications and all other Association documents.
5. Post notices of meetings of the Board and Homeowners Association.
6. Keep any fines and liens against any property (in individual resident folder) as deemed necessary by the Board.
7. Co-sign checks as requested by the Treasurer.
8. Maintain the Corporate Seal of the Association and affix it on legal documents approved by the Association.
9. Exercise and discharge such other duties as may be required by the board and accepted by the Secretary.

Treasurer

1. Receive and deposit all monies of the Association into the proper account.
Enter deposits into Quick Books.
2. Back up all input into computer to external hard drive.
3. Maintain a current record of paid and unpaid dues at all times.
4. Do monthly, Semi-annual and Quarterly billing of Association dues for those not making an Annual payment.
5. Send delinquent notices when appropriate.
6. Print a Customer Balance Summary of all transactions.
7. Provide written or verbal notification to title companies or agents, as directed by the Board of Directors, with respect to outstanding balances due on Members' accounts for annual dues, fees, fines, etc.
8. Fill out Estoppel form from Realtor when faxed to office for new home purchases.
9. Sign all checks and promissory notes. A second signature is required.
10. Pay all invoices after assurance that materials have been received and the services properly performed
11. Balance all bank account each month and issue a status report (Balance Sheet) of all funds to the Association at monthly meetings and maintain all bank statements.
12. Reconcile all Credit card statements (Visa and Lowe's). Match up receipts turned in from Board members to statements. Pay statement balance.

13. Print out a "Profit and Loss" budget and Actual and Balance Sheet report for monthly Board meetings. Discuss Budget spent and remaining totals.
14. Give Balance sheet totals at Association meeting monthly.
15. File club reports after monthly Association meetings.
16. File Corporation papers to Florida Department of State every January.
17. Print out 1099's/1096 forms of vendors to file with IRS forms. Complete and mail.
18. Help Directors to get quotes or verify vendors for big jobs.
19. Prior to the Annual meeting, prepare an annual budget with assistance of the Board and give to Secretary for mailing along with a prepared cover letter and statement/invoice for HOA dues.
20. Print out a current Customer list.
21. Present records needed to CPA annually for tax preparation and an annual compilation of income and expenses, etc.
22. Maintain fiscal records of the Association.
23. Collect mail from outside mailbox, process or disperse to appropriate Board Members
24. Make bank deposits.

Hospitality Director

1. Interview all potential buyers and renters using a HUD criteria format for each and every interview so as not to violate HUD discrimination laws and to avoid discrimination claims.
2. Complete and file the resident information sheet showing emergency telephone numbers and northern address if applicable.
3. Complete and witness age verification form; obtain copy of government issued picture ID from each household resident.
4. Give original age verification form and copy of ID to Vice President for filing in bank safety deposit box; file copy in Association office in locked file cabinet.
5. Complete pet information sheet if applicable, obtaining copy of necessary licenses; obtain copy of recent veterinarian visit that includes weight and rabies vaccination. Give forms to Secretary for filling in resident file.
6. Complete order form for name tags.
7. Provide new residents a copy of current resident telephone directory.
8. Provide new residents with clubhouse key if seller did not leave their key.
Keys will be provided by owner to renters.
9. Advise new owners there is a pool key located inside clubhouse door for use by all residents. Key must be returned after use.

10. Provide new owners/renters with Declaration, Covenants and Rules for Oaks Royal III.
11. Highlight to new owners/renters some rules of Oaks Royal III Association (see attached form).
12. Update computer with new owners' information and delete previous owner from computer.
13. Interview renters after provided name by owner; complete all required forms as determine by length of renters stay in park. File information in binder and HUD box. Enter information in computer for renters staying longer than 2 months.
14. Provide renters with names tags either to owner or renter. Collect cost of tags from either owner or renter.
15. Inform renters of Oaks Royal III rules and regulations.
16. Notify Board of Directors of any owner's failure or refusal to provide tenant information.
17. Each year (January) conduct a review of resident's information on file in office computer by printing off a copy of the information sheet for each resident, distribute forms to Block Captains to have information verified. When sheets are returned, update computer. Look at returned forms after two weeks with the Vice-President to determine if further action is needed to assure all residents have updated their information.
18. Print a copy of telephone directory with updated information. Take to printers and purchase 165 copies. Distribute to current residents and new owners.

19. Collect \$30 registration fee from new homeowners and forward to the Treasurer.
20. Annually in December, with the Vice-President and Secretary ensure resident HUD (55+) information in files is up-to-date. Obtain any missing or incomplete information.
21. Send get-well and sympathy cards when needed.
22. Send a \$50 check to the surviving spouse of a deceased owner.
23. Purchase get well and sympathy cards and postage as required.
24. Make an end of year report at (January or February meeting) of new owners/renters, deaths, houses sold/for sale.
25. Exercise and discharge other duties as may be required by the President and accepted by the Hospitality Director.

Grounds Director

1. Maintain all common area property including, but not limited to, fencing, lawns, ponds, banks within the common boundaries, trees and landscaped areas in a presentable condition.
2. Maintain a program of regular mowing and trimming.

Maintain a weed control program to keep ponds and stream areas clean and attractive.
3. Submit outside contracts for professional services to the Board for approval prior to securing the service to determine evidence of liability insurance.
4. Excluding all normal maintenance and supplies, all purchases exceeding \$50.00 must have Board approval.
5. Obtain for Treasurer, certificate of insurance and Tax ID or Social Security Number from all contractors.
6. Obtain for Treasurer, proof of Worker's Compensation Insurance if contractor has more than three (3) employees.
7. Exercise and discharge such other duties as may be required by the Board and accepted by the Grounds Director.

Social Director

1. Establish a program of social activities for the enjoyment of our residents.
2. Program shall be self-supporting and will not be subsidized from the regular assessment.
3. Appoint special committees to assist in carrying out planned activities.
4. Keep a record of income and expenses to be reported to the Association meeting with a copy to the Treasurer and Secretary.
5. Deposit all funds into the Social Fund checking account.
6. With another board member, audit records and checkbook when the director leaves for the season.
7. Any excess funds can be used to purchase equipment and/or embellishments to the clubhouse or common grounds, with Board approval.
8. With the Clubhouse Chairman, schedule clubhouse rental for private use.
9. Find a replacement prior to leaving for the season and inform the board of your selection.
10. Turn in all social materials, cash, checkbook and records to the board prior to leaving for the season. The board will turn them over to the summer replacement.
11. Exercise and discharge such other duties as may be required by the Board and accepted by the Social Director.

Clubhouse Director

1. Maintain all equipment housed in the clubhouse.
2. Maintain the physical condition and appearance of interior and exterior of the clubhouse.
3. Maintain heating, air conditioning and plumbing.
4. Assure clubhouse cleaning and pest control duties are fulfilled.
5. Maintain safety check of fire equipment as per regulations.
6. Excluding all normal maintenance and supplies, all purchases exceeding \$50.00 must have Board approval.
7. With the Social Director, schedule clubhouse rental for private use.
8. Execute a clubhouse rental contract and annually establish deposit rates with Board approval.
9. Deposit/rental fees with Treasurer.
10. Obtain for Treasurer, certificate of insurance and Tax ID or Social Security Number from all contractors.
11. Obtain for Treasurer, proof of Worker's Compensation Insurance if contractor has more than three (3) employees.
12. Ask a resident to assist with the duties of the Clubhouse Director in Director's absence.
13. Exercise and discharge such other duties as may be required by the Board and accepted by the Clubhouse Director.

Pool & Recreation Director

1. Maintain the pool, hot tub (spa), solar roof heater, pickle ball and shuffleboard courts.
2. Maintain all recreational equipment in good operating condition.
3. Maintain pool and hot tub (spa) in a safe and healthful condition.
4. Maintain a clean poolside area, including chairs, loungers, tables and power washing of fence.
5. Excluding all normal maintenance and supplies, all purchases exceeding \$50.00 must have Board approval.
6. Obtain for Treasurer, certificate of insurance and Tax ID or Social Security Number from all contractors.
7. Obtain for Treasurer, proof of Worker's Compensation Insurance if contractor has more than three (3) employees.
8. Ask a resident to assist with the duties of the Recreation Director in his/her absence.
9. Exercise and discharge such other duties as may be required by the Board and accepted by the Recreation Director.