

CHAPEL HILL HOA BOARD OF DIRECTORS

President

The President shall have all the general powers and duties which are commonly vested in the office of President; shall supervise, direct, and control the business of the Association, subject to the control of the Board; shall preside, organize, call to order and direct all meetings of the Association and the Board, keeping to a set agenda; shall see that all orders and resolutions of the board are carried into effect; shall delegate tasks to other board members as necessary; shall review budget/financials with Treasurer and Property Manager and act as the signing authority in the absence of the Treasurer and Property Manager for check disbursements.

Vice President

The Vice President's primary responsibilities include assuming the leadership role when the president is unable to do so. The Vice President's other duties could also include ensuring order is maintained during meetings and parliamentary procedures, ensuring a smooth flow of business, and serving as an informed source about association rules, bylaws, and governing documents.

The Vice President is vested with all the powers which are required to perform the duties of the Association President in the absence of the President. The Vice President does not automatically possess inherent powers to act in the capacity of the chief executive officer and may act for the President only when the President is absent or otherwise unable to act. The Vice President may assume such additional duties as are defined by the Board of Directors.

Treasurer

The Treasurer, in coordination with the POA Property Manager, shall review all receipts and deposits of all monies of the Association; shall review all disbursements of funds as directed by resolution of the Board; shall review all books of accounts, oversee annual budget and income statements; shall act as the signing authority in the absence of the Property Manager for check disbursements; shall cause the books of accounts to be reviewed annually by a Certified Public Accountant who shall prepare a report thereof to the Association.

Secretary

The Secretary takes the official notes/minutes at each meeting and provides the Board/membership with the copy of the minutes on a timely basis. The Secretary is the custodian of the official records minutes/records of the association.

Architectural Control Committee (ACC)

The ACC ensures the adherence to the Chapel Hill subdivision governing documents. (i.e. the covenants and bylaws) for all decisions regarding resident and HOA properties. The ACC responds to resident requests in a timely, professional, respectful manner; understanding and accommodating their requests within the assigned guidelines of the HOA, maintaining the neighborhood property values by ensuring conformity.

In cases where a covenant and/or bylaw is subject to interpretation, the ACC will solicit the input of the Board members to make an informed supported decision.

POA Grounds

The assigned Board Member overseeing this area will maintain annual contracts for the POA as it pertains to lawn maintenance and irrigation for all common areas. The assigned Board Member will accept bids when necessary and communicate to the Board. Will receive correspondence or requests from residents on any issues/complaints pertaining to POA common areas. Communications should be channeled through the Property Manager.

The Board Member will seek to keep contracted vendors on task for lawn maintenance and irrigation. Will bring any additional work requests to Board that are not within the parameters of the contract/annual budget to make informed supported decision (i.e. tree removal).

Property Management

Respond to all resident & non-resident emails

- Contact pool company for pool opening & closing, contact person for all pool issues
- Meet health department at clubhouse for pool opening
- Provide POA dues status and documentation for all closing requests
- During closings, require new property owner forms returned with buyer mailing address and current information for invoicing and communication, follow up if not received
- Email out all correspondence
- Send out violation notices per board request, follow up with violation fees and letters
- Schedule reservations at the clubhouse, enter reservation dates on community calendar, email a response with reservation approval and reservation instructions and requirements
- Enter all new clubhouse codes into our door entry system, remove when reservation is complete
- File all signed contracts with vendors
- Contact CPA with tax return documentation and ensure filing on time
- Process insurance claims if needed, work with mitigation and repair work
- Maintain resident records and current information
- Maintain pool key records
- Activate and distribute new owner pool keys & lost pool keys, deactivate lost pool keys
- Prepare proxy and annual meeting notices, distribute
- Research new insurance rates upon contract completion
- Contact the City of Bentonville for streetlights, street repair, stop signs, street cleaning
- City of Bentonville contact for Great Neighborhoods program
- Bid service contracts such as: landscaping & pool service if desired to change only
- Outsource legal services if desired, file liens if needed
- Complete annual corporate secretary of state filing

Non-property manager duties also required

- Landscaping contact
- Irrigation Contact
- Appointing committees (i.e. nominations committee)
- Prepare agendas
- Verify streetlights once a month
- Oversee all building plans / requests (ACC)
- Contact new home Builder if issues arise (ACC)
- Newsletter creator
- Exterior flags
- Exterior fence stain bids
- Social chair (committee)