

Adams Ridge Homeowners Association

Board of Directors Governance & Committee Oversight

Policy Group Name: Adams Ridge Home Owners Association	Policy Name: Board of Directors Governance & Committee Oversight	Policy Number: ARHOA – 2.0	Date: 7/21/2014
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I. INTRODUCTION

This document defines the positions and scope responsibilities of the Board of Directors for the Adams Ridge Home Owners Association, as well as, the management of the ARHOA committees as outlined in the ARHOA Committee & Project Management document

II. RATIONALE

This document discloses to all parties in the community the responsibilities of the members of Adams Ridge Home Owners Association Board of Directors

III. GOALS AND OBJECTIVES

The goal is to define the scope of responsibilities of the Board of Directors for the AHOA, as well as, policies and procedures relating to the management of the defined committees

The objective is to provide for a highly functioning board to eliminate confusion for each positions accountabilities.

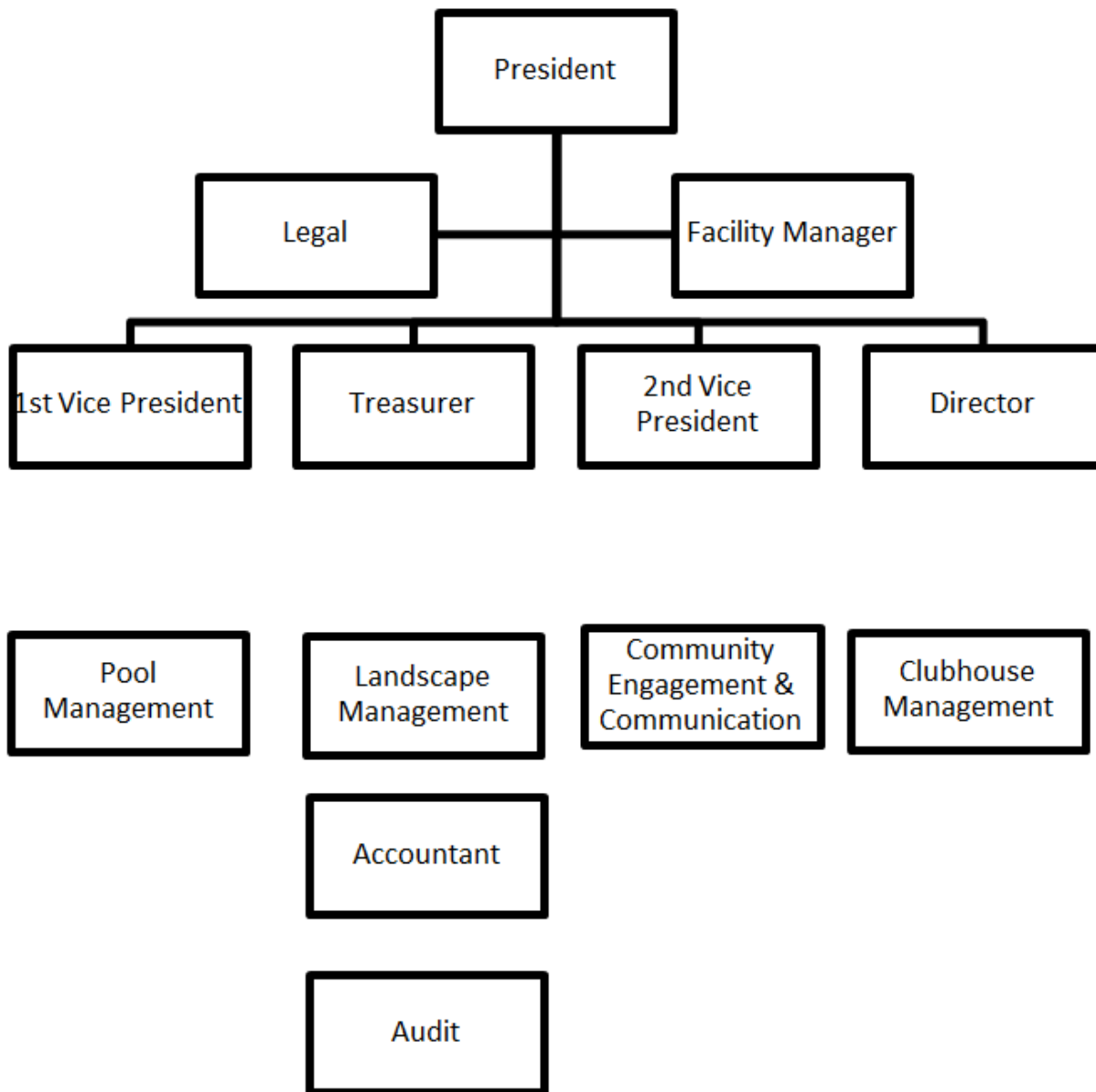
IV. POLICY

In order to execute this document, the Adams Ridge Board of Directors will ensure that the following policies are implemented

- Managing committees are created to confirm the oversight of projects and committees are effectively managed
- Committee Process and Procedures are defined and followed
- Compensation for management of each committee is defined based on required time commitments
- A standardized ARHOA Small Project submission form is defined for approvals and payment of invoices
- Committee Managers report on the status of their project portfolio at monthly HOA and Annual Board meetings

This document may be revised or amended at any time with a majority of approved votes by the HOA Board

V. STRUCTURE



Board Assignment and Responsibilities

President

The President of the Association must have a minimum of 2 years' experience as an active member of the board or equivalent corporate experience to carry out the tasks defined below.

The President will have the following responsibilities and oversight

- Preside over all meeting of the members and Directors
- General and active management of the association
- Verify that orders and resolutions of the Board are carried into effect
- Act as a member of all committees
- Provide oversight of all committees
- Vendor Contract Renewal
- Coordinate all matters regarding Legal issues and matters of the Association
- Remove any Board member that are unable or unwilling to perform the duties and responsibilities of their position
- Temporarily assume the Management position of any committee until another Board member can assume those responsibilities or a replacement is found
- Managing oversight of the Facility Manager

1st Vice President

The 1st Vice President must have a minimum of 2 years board experience in order to assume the responsibility as President should the need arise.

The 1st Vice President will have the following responsibilities

- Attend all sessions of Board
- Cast votes on items brought to the Board based their judgment and previous experiences that is in the best interest of the community
- Assume responsibilities of the President when the President is absent
- In the event that President can longer serve in that capacity, the Vice President will assume the responsibilities of the President until the next regular election
- Act as a manager of one of the committees as defined in Committee and Project Management Policy & Procedures document. This assignment will be selected at the Board meeting following the annual elections
- May also assist in the duties on any other of the defined committees identified in this document as needed

Treasurer

The Treasurer must be knowledgeable in aspects of financial accounting and should have experience in the financial accounting field. A background in financial audit would be helpful. .

The Treasurer will have the following responsibilities

- Attend all sessions of the Board
- Cast votes on items brought to the Board based their judgment and previous experiences that is in the best interest of the community
- Oversight of a third party accounting processing entity
- Reviews monthly financial statements supplied by accounting entity
- Note discrepancies on financial statements including accounts payables and follow through to resolution
- Review year to date budgets monthly for each category and ensure proper funds are available for scheduled projects
- Review past due delinquencies and follow through with Facility Manager to engage with a mailing or forward to Legal for action
- Oversight of Annual Budget compilation and presentation to board for approval
- Submission of annual budget to accountant for recording
- Report on investment account at end of each month to accountant for reporting
- Schedule annual financial audit with an independent audit firm
- Schedule Reserve fund analysis as required to maintain proper contingency funds
- Report monthly and annually on the financial health of the Association
 - Replacement/Repair fund balance
 - Total income for month vs budget
 - Total Expense for month vs budget
 - Note any Committee budget that is within 10% of depleting their allocated funds
 - Review financial discrepancies noted in review of monthly statements
 - Summarize delinquency report on outstanding delinquencies and status
- Perform other tasks as requested by the President
- Act as a manager of one of the committees as defined in Committee and Project Management Policy & Procedures document. This assignment will be selected at the Board meeting following the annual elections
- May also assist in the duties on any other of the defined committees identified in this document as needed

2nd Vice President

The 2nd Vice President will have the following responsibilities

- Attend all sessions of the Board
- Cast votes on items brought to the Board based their judgment and previous experiences that is in the best interest of the community
- Perform other tasks as requested by the President
- Act as a manager of one of the committees as defined in Committee and Project Management Policy & Procedures document. This assignment will be selected at the Board meeting following the annual elections
- May also assist in the duties on any other of the defined committees identified in this document as needed

Director

The Director will have the following responsibilities

- Attend all sessions of the Board
- Cast votes on items brought to the Board based their judgment and previous experiences that is in the best interest of the community
- Perform other tasks as requested by the President
- Act as a manager of one of the committees as defined in Committee and Project Management Policy & Procedures document. This assignment will be selected at the Board meeting following the annual elections
- May also assist in the duties on any other of the defined committees identified in this document as needed

Facility Manager

The Facility Manager will act as the Liaison between the community and the association. They are responsible for all functions that occur within the clubhouse and for the collection of rental fees and scheduling for both the clubhouse and pool. They will act as the secretary at all Board meetings and to maintain association documents. They will interact with all board members and Committee managers as well as the accountant and will be responsible for the Clubhouse Management as defined in the ARHOA Committee Project Management Policy Procedures document.

The Facility Manager must be knowledgeable and experienced in office management. This is a full-time position.

- Reports to President
- Answer phone calls
- Check and respond to email
- Clubhouse rental and scheduling
- Entering of passcodes and reenter notification of assigned code
- Pool rental and scheduling
- Schedule appointments for Clubhouse viewing
- Attend all sessions of the Board
- Record and retain all votes of the Association and the minutes of all its meetings
- Compose correspondence to residents as requested
- Create and update letters, rental agreements, logs and other documents as needed
- Coordinate mailings to community
- Process approved alteration requests and send approvals or request additional information as required
- Log payroll for processing weekly and transmit to accounting for processing
- Secure timecards from Pool Manager for each pay period
- Purchase and stock clubhouse supplies as needed
- Schedule vendor and contractor appointments
- Coordinate the processing (addition/removal) of coupon processing of HOA fees with the selected financial institution
- Secure monthly delinquency reports from financial institution and send to accountant
- Work in conjunction with the Community Inspection and enforcement Manager to confirm that all residents are listed as members of the association on an annual basis
- Deposit cash receipts from homeowners, fines, rentals and pool
- Copy vendor and contractor invoices as received and present to accountant for payment.
- Inspect clubhouse upon arrival daily and note any discrepancies in accordance with the clubhouse checklist
- Accept deliveries for clubhouse
- Keep inventory and purchase clubhouse supplies as needed
- Work with Committee Managers as requested
- Perform other tasks as requested by the President

Accounting

The accounting and financial reporting of the association must be recorded and processed by a licenses and bonded CPA. The accountant reports to the Board Treasurer

They must provide for the following as requested

- Record transactions in the proper ledger account on a daily basis
- Accounts Payable Services
- Payroll Processing Services
- Provide the following financial statements to the Treasurer by the 20th of the following month
 - Income and Expense Statement
 - Balance sheet
 - Cash Flow Projection
 - Income/Budget 30 day and YTD report
 - A/P Distribution report
 - An aged delinquent report and summary
 - Current, over 31, over 60, over 90 and totals for each area
 - Assign late fees and interest as directed
 - Assign legal fees as directed
 - Collection Status report
 - Service Request History report
- Balance business accounts monthly
- Assist in securing an independent audit of the financials annually

VI. Managing Committees

Each Committee will have an assigned Committee Manager which will be responsible for effectively managing and controlling all projects and activities in their assigned area

The following guidelines are designed to assist in the creation, assignment and definition of activities for each Committee Manager

- The assignment of Committee Managers will take place following the annual HOA board meeting each year
- Committee Managers will act in the capacity of Committee Manager for the term of their elected position to the board and is in addition to their assigned role on the Board of Directors unless deemed unable or not willing to perform the assigned duties
- Committee Managers will be responsible for the oversight and management of all projects, activities and resources designated for their area
- Committee Managers are responsible for submitting an annual budget as well as maintaining and controlling the budget for their responsible area
- Committee Managers of the Landscape and Common area, Clubhouse and Pool will be responsible for the following aspects of a project designated for their area
 - Project scope
 - Project initiation
 - Project bids and estimates
 - Selection of vendors
 - Project priority and scheduling
 - Completion of the Small Project document
 - Securing of two approvals for the Small Project document
 - Submission of the Small Project document to Facility Manager
 - Tracking of project status
 - Reporting on project status at monthly board meetings until closure
 - Project follow up to determine work was done in compliance with authorized work
 - Project closure and request for payment through Facility Manager
 - Committee Managers must yield projects to the proper area for resolution.
 - While performing their normal day to day activities should a Committee Manager or Board Member notes a deficiency that falls into another committee's responsibility, they are required to notify the Committee Manager of that area of the deficiency for action
 - No Committee Manager may assume responsibility for another areas project unless approved by the presiding board President
- The presiding board President is responsible for oversight of all committees areas and should address any issues or concerns that a Committee Manager is not fulfilling their responsibilities
- Should a Board member not be able fulfill the duties of their Board position or is unable to effectively manage a committee area, the board member may be asked to step down from their position on the board
- All Board members are required to manage at least one committee area with the exception of the Board President.
- The Board President may temporarily fill in as an acting Committee Manager until another Board member can assume those responsibilities

- The Board of Directors presiding President has overall authority over each of the Committee Managers and may relieve a Committee Manager of his or her responsibilities if necessary for the benefit of the community.
- The President may override decisions of the Committee Managers if it is in the best interest of the community at large but must have the majority approval of the remaining board members other than the one in question
- One individual may have oversight over more than one area if deemed necessary

Committee Managers are expected to

- Following the processes and procedures for their assigned committees as defined
- Conduct activities in accordance with HOA Covenants and By-Laws
- Execute the duties of their assignments in a professional manner
- Collect, store and report on the status of projects and assignments in their assigned area
- Assign a priority to each project based on the supplied guidelines
- Suggest improvements to the committee procedures

The following managing committees and positions will be created to ensure the oversight of community projects and committees are effectively managed

- Landscape and Common Area Management
- Clubhouse Management
- Pool Management
- Community Inspection and Enforcement
- Community Engagement & Communication
- Facility Manager

Committee Guidelines and Procedures

The following is a composite summary of committees and their associated areas of responsibility.

See the ARHOA Committee & Project Management document for details regarding the scope and responsibilities of each committee

- Community Engagement & Communication
 - Website maintenance and administration
 - Facebook maintenance and administration
 - Marquis notifications
 - Email Lists and distribution
 - Community Newsletter
 - Recreation committee oversight
- Landscape and Common Area Management
 - Common area landscape maintenance other than Clubhouse and Pool
 - Common ground lighting other than Clubhouse and Pool
 - Retention and Detention ponds
 - Community areas including courts and playground
- Clubhouse Management
 - Clubhouse general maintenance and upgrades

- Clubhouse common area including parking, landscaping and lighting excluding pool
- Pool Management
 - Pool Management
 - Pool Maintenance
 - Pool common area including landscaping and lighting and all pavilions
- Community Inspection and enforcement
 - Community Inspection committee oversight
 - Homeowner notifications and follow up