

Loma Encantada Homeowners' Association: Job Descriptions

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Board Member (Director)

RESPONSIBILITIES

- To control and manage the affairs, business and property of LEHOA.
- To exercise the powers of the Association as specified in the Declaration of Covenants, Articles of Incorporation, Bylaws, and regulations passed by the Board of Directors of LEHOA.
- To enforce the restrictions, rules, and regulations of the Association.
- To make sure all actions conform to LEHOA's Mission Statement.

DESCRIPTION OF ACTIVITIES

- Attends regular and special meetings of the Board.
- Serves on at least one Committee.
- Reviews, approves, or disapproves Homeowners' applications for architectural modifications to their Units, and for use of the Common Property.
- Enacts new regulations (rules) only if needed, in accordance with the powers granted to the Board in the Declaration of Covenants.

IMPORTANT INFORMATION FOR LEHOA DIRECTORS

- Board membership is restricted to LEHOA Homeowners, limited to one per household. A quorum at any Board meeting is a majority of all elected Directors (four out of seven).
- Actions can be taken by majority vote only, provided that a quorum is present.
- If authorized by the President, an action of the Board may be taken by e-mail or mail without a meeting.
- The President is an ex-officio member of all Committees.
- All Directors and Committee Chairs should be familiar with LEHOA's Governing Documents.

PERSON TO WHOM THIS JOB HOLDER REPORTS: President of LEHOA

President of LEHOA

RESPONSIBILITIES

- To select Committee Chairs in accordance with their Job Descriptions. The President of the Board and the Chair of the Architectural Styles Committee should preferably be a former or present member of the Board.
- To see that the Board, Committee Chairpersons, and Staff perform their duties in a timely fashion to insure that all activities are carried out on schedule, and in LEHOA's customary high standard.
- To enforce the Covenants, Bylaws and Regulations of LEHOA, as circumstances require, in accordance with the purposes set forth in LEHOA's Mission statement.

DESCRIPTION OF ACTIVITIES

- As chief executive officer, the President of LEHOA supervises the affairs and property of the Association, subject to the direction of the Board.
- The President signs in the name of LEHOA all written instruments, except where the Board shall delegate the execution thereof to some other officer or agent of the Association.
- Prepares agendas and presides at Board meetings and all plenary meetings of LEHOA.
- Works closely with Board members and Staff, particularly with the Treasurer, the Secretarial Committee, and the Caretaker.
- Periodically oversees the revision of Job Descriptions, as new procedures and distribution of tasks may be found necessary.

AUTHORITY HELD BY THIS JOB HOLDER

The authority is given to the President by the Governing Documents, the Board, and the Members of LEHOA.

PERSON TO WHOM THIS JOB HOLDER REPORTS: Board of Directors and all Homeowners

Vice-President

RESPONSIBILITIES

- To act, with the authority of the President, in the event of the President's absence or disability.
- At other times, to assist the President when called upon.

DESCRIPTION OF ACTIVITIES

Same as those of the President when acting in this capacity.

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AUTHORITY HELD BY THIS JOB HOLDER

When acting in the absence or disability of the President, his/her authority is that of the President.

PERSON TO WHOM THIS PERSON REPORTS: President, or in his/her absence, the Board.

Secretary

RESPONSIBILITIES

- To perform Secretarial duties as delegated by the LEHOA Board of Directors.
- To work closely with the Secretarial Committee and its Chair.
- To provide minutes for all Board meetings to Board and Webmaster.

AUTHORITY HELD BY THIS JOB HOLDER

As an officer of LEHOA, and if delegated by the President or the Board, may sign on behalf of the Association all written instruments authorized by the Board.

PERSON TO WHOM THIS PERSON REPORTS: President, or in his/her absence, the Board.

Treasurer and Chair of the Finance Committee

RESPONSIBILITIES

- Appoint members to the Finance Committee in accordance with the skills required by the duties of the Committee.
- Set committee meetings and agendas for Finance Committee to ensure that current information is available to Board of Directors.
- Work collaboratively with the Bookkeeper to ensure all monies of the Association are managed according to guidelines from Board of Directors and Finance Committee.

DESCRIPTION OF ACTIVITIES

- Work with Bookkeeper to ensure bookkeeping activities are current, checks are collected and deposited, and checks are signed and distributed.
- Make sure monthly bank statements are reviewed and reconciled by Bookkeeper
- See that all State and Federal reporting forms, including taxes are prepared.

AUTHORITY HELD BY THIS JOB HOLDER

- As an officer of LEHOA, and if delegated by the President or the Board, may sign on behalf of the Association all written instruments authorized by the Board.

PERSON TO WHOM THIS PERSON REPORTS: President, or in his/her absence, the

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Board.

Bookkeeper

RESPONSIBILITIES

- Work collaboratively with Treasurer to maintain LEHOA records pertaining to financial accounts, dues payments, contracts, and receipts.

DESCRIPTION OF ACTIVITIES

- Pick up mail a minimum of one time per week.
- Make deposits weekly, always making sure any monies received are deposited by the last day of the month.
- Maintain ACH deposits.
- Transfer money from money market savings account to checking account as needed.
- Record and pay all bills timely.
- Reconcile the bank accounts within 10 days of month end.
- Deliver QuickBooks financial statements to the Treasurer as soon as the bank has been reconciled for the previous month.
- Make payrolls upon receiving approved hours, make all required payroll tax deposits, maintain payroll records.
- Send out statements on a regular basis for all past due accounts, communicate with Treasurer regarding all accounts more than 90 days past due.
- Prepare material necessary for all quarterly and annual payroll tax reports.
- Participate in a yearly review with the Treasurer.
- The duties to be reviewed and subject to amendment each year with the new Treasurer.

PERSON TO WHOM THIS PERSON REPORTS: Treasurer, or in his/her absence, President

Caretaker

RESPONSIBILITIES

- General care of LEHOA's Common Property, interior roads, and property.
- Directly reports to the Maintenance Committee Chair on LEHOA business.
- Responds, as an independent contractor, to Homeowner's personal request for assistance, as time away from LEHOA duties permits. For work not the responsibility of LEHOA, Homeowners must pay the Caretaker themselves.

DESCRIPTION OF ACTIVITIES

- Keeps the Common Property neat and clean. Removes and replaces dead trees and shrubbery. Sprays or waters as needed. Takes measures to prevent soil erosion. Keeps culverts open to insure proper drainage.

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- Maintains the private roadways within LEHOA. This includes timely snow removal.
- Maintains public entrances, signs, railroad ties, and fencing.
- Encouraged to report to President on Homeowners doing outside repairs or modifications to their Units, to make sure applications for such work have been approved. Also reports on erection of real estate signs, and on any occupants moving in and out of Units.
- Attends regular meeting of the Maintenance Committee and executes the prioritized list generated at these meetings.
- Watches and reports on any unusual activity and/or trespassers.
- Responds to Homeowner's request for assistance, as an independent contractor, when such work does not interfere with LEHOA duties.
- Have the HVAC systems in Clubhouse and Caretaker's House checked each spring and fall.
- Maintain LEHOA's tools and equipment in good working order.
- Patrol at least twice a day at varying times: once mid-morning and once shortly after dark. Maintain a security patrol log.
- Check garage doors and report open doors and vehicles left open after dark.
- Replace light bulbs/photo cells in post lights and low "garden" lights in common areas
- If absent from LEHOA longer than a day, inform the Chair of the Maintenance Committee.

PERSON TO WHOM THIS JOB HOLDER REPORTS: Chair of the Maintenance Committee

Chair of the Maintenance Committee

RESPONSIBILITIES

- To appoint members to the Maintenance Committee in accordance with the skills required by the duties of the Committee.
- To take general care of LEHOA's Common Property, roads, and property.

DESCRIPTION OF ACTIVITIES

- Makes periodic walk-through inspections of LEHOA's Common Property, with Committee members and Caretaker, for purpose of planning work priorities. In particular, the condition of roads, trees, shrubbery, vegetation, soil erosion, etc. is checked. Condition of Clubhouse and Caretaker's House are also considered.
- Works with Clubhouse Chair and the Caretaker in maintaining all LEHOA's property in a condition compliant with LEHOA standards.

PERSON TO WHOM THIS JOB HOLDER REPORTS: President of LEHOA

Chair of the Secretarial Committee

RESPONSIBILITIES

- To prepare, print, and mail all LEHOA correspondence, such as minutes, meeting notices, membership rosters, ballots, etc. that go to the Members.
- To maintain supplies, such as paper, stamps, envelopes, and address labels. Keep membership roster current, updating with new homeowners' directory information.
- To maintain and update the Blue Book based upon policies and procedures approved by the Board of Directors.
- To provide a link between the present Board and the past by maintaining all LEHOA records, such as correspondence, minutes, documents, notices, account books, drawings, etc., in files where they may be easily retrieved. The LEHOA Archives are stored in the Clubhouse.
- To keep up to date the information in the binder of Governing Documents, particularly the rationale for regulations, and changes to amendments, found in the Amendment section, as well as making the necessary changes in the Summary section.

Chair of the Clubhouse Committee

RESPONSIBILITIES

- To appoint members to the Committee in accordance with skills required by the Committee's duties.
- To supervise the general functioning of the Clubhouse, ensuring that Homeowners and/or their tenants who use it always leave it clean and orderly.
- To maintain supplies of staple items.
- To arrange for catering at the Annual Meeting of LEHOA and any other LEHOA-sponsored events.

DESCRIPTION OF ACTIVITIES

- Works in cooperation with the Webmaster to oversee the online reservations of the Clubhouse.
- Checks on the condition of the Clubhouse after each use, either firsthand or by getting a report from the Caretaker or a Committee Member.
- With help of Caretaker, maintains operating equipment in functional order (furnace, water heater, stove, refrigerator, vacuum cleaner).
- Unless other arrangements have been made, discards food and liquids not belonging to LEHOA that have been left in the refrigerator and freezer.
- Maintains and purchases supplies of staple items (sugar, salt, pepper, cleaning supplies, paper towels and toilet tissue).
- Sees that ovens are cleaned, as needed, and has the carpeting cleaned at least once a year or as needed.
- Contracts with a caterer for the Annual Meeting of LEHOA and any other LEHOA-

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sponsored events.

PERSON TO WHOM THIS JOB HOLDER REPORTS: President of LEHOA

Chair of the Architectural Styles Committee

RESPONSIBILITIES

- To appoint members to the Committee with a preference for former or present officers of the Board.
- To see that successive LEHOA Board Members, Officers, and Chairs of Committees, receive the necessary information, based on previous experience that will enable them to maintain the high standards found in LEHOA's Mission Statement.
- To assist the President of LEHOA whenever requested, in the solution of problems beyond the scope of other Committees.

DESCRIPTION OF ACTIVITIES

- Leads the members of the Architectural Styles Committee in discussions, and establishes the projects and goals that pertain to the responsibilities of the Committee.
- With the assistance of other members of the Committee, works to complete the projects and attain the goals set.
- To control architectural changes or modifications proposed by Homeowners. Topics included but not limited to are the following: portal covers, wall extensions or additions, garage doors, any garage modification not grandfathered in by previous approval, landscaping, paint or stain colors, replacement of any exterior wood trim other than like for like, gate and door replacements to homes, and any possible enhancements to road entryways.
- ASC decisions will be forwarded to the Board of Directors for final approval.
- Consults with Maintenance Committee on high visibility projects.

PERSON TO WHOM THIS JOB HOLDER REPORTS: President of LEHOA

Chair of the Insurance Committee

RESPONSIBILITIES

- To appoint members to the Committee who have knowledge of business and/or insurance.
- To obtain complete insurance coverage for LEHOA's needs at the lowest possible cost.
- To make sure that the total valuation on all fire policies reflects the current costs of replacement.

DESCRIPTION OF ACTIVITIES

- Makes survey, as needed, (not more frequently than every four years) of insurance premium costs and asking interested agencies for bids.

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- Engage with insurance company or local contractors to ensure we are not under or over insured.
- Makes sure that our insurance agent notifies us of our current annual premium costs by September 15.

PERSON TO WHOM THIS JOB HOLDER REPORTS: President of LEHOA

Webmaster

RESPONSIBILITIES

- Keeping current the domain name before expiration date.
- Validating that the host server is operable and paid to date.
- Updating the LEHOA e-mail database for sending e-mail blasts when the website has been changed and/or updated.
- Monitoring updates required for keeping the software used to create/maintain the website current.
- Keeping requests for reservations to the Clubhouse up-to-date on a timely basis and communicating with the LEHOA Clubhouse Chair the reservations made on a need-to-know basis.

DESCRIPTION OF ACTIVITIES

- Work with the LEHOA Secretary to make sure the member database is accurate and to post the most recent updates to the Directory.
- Work with the Secretary to post the Agendas and the Minutes of Board meetings, including the Annual Meeting and any other LEHOA sponsored events.
- Work with the Chairs of the committees to post the Reports/Minutes of the committees for those committees recommended by the Board to make “public” their agendas and actions.
- Work with individual members of LEHOA to post items of general interest to the Bulletin Board section on the web (the Webmaster may at its discretion post to the Bulletin Board); similarly, the Webmaster keeps up-to-date all pictures submitted for posting to the Pictures Gallery.
- Work with the Board to recommend changes/updates to the website when technology and other factors warrant consideration.

PERSON TO WHOM THIS JOB HOLDER REPORTS: LEHOA Board of Directors