

DUTIES OF RHHOA BOARD MEMBERS

PRESIDENT

- Preside at all meetings of the Board of Directors
- Delegate duties that fall outside of normal roles within the board
- Ensure that duties are being completed in a timely manner
- Make final decision in matters that are in dispute or need final arbitration
- Sign all leases, mortgages, deeds and other written instruments

VICE PRESIDENT

- Act in the place and stead of the president in the event of his absence, inability or refusal to act
- Exercise and discharge such other duties as may be required of him by the

TREASURER

- Receive and deposit in appropriate bank accounts all monies of the Association
- Disburse funds as directed by resolution of the Board of Directors
- Sign all checks and promissory notes of the Association
- Keep proper books of account
- Conduct an annual audit of the Association books to be made by a public accountant at the completion of each fiscal year
- Prepare an annual budget and a statement of income and expenditures
- Present annual budget and a statement of income and expenditures to the membership at the annual meeting
- Deliver a copy of annual budget and statement of income and expenditures to each homeowner
- Prepare and send out the annual dues/special assessments letters
- Track unpaid dues/assessments
- Initiate action to assess liens for unpaid dues/assessments
- Provide statement of lien status to appropriate individuals at time of closing on sale of property. out the year end budget letter

SECRETARY

- Record Board votes
- Keep the minutes of all meetings and proceedings of the Board and of the members
- Keep the corporate seal of the Association and affix it on all papers requiring said seal
- Serve notice of meetings of the Board and of the members
- Keep appropriate current records showing the members of the Association together with their addresses
- Perform other duties as required by the Board.
- Publish quarterly newsletter

COVENANTS DIRECTOR

- Build community by setting a tone that encourages homeowners to willingly comply with covenants
- Act to protect and increase Raven Hills property values
- Ensure that the rights of Raven Hills homeowners are protected
- Educate the homeowner in understanding covenants
- Offer homeowner suggestions to comply with covenants
- Investigate complaints of covenant violations to distinguish between covenant violations and nuisance situations
- Enforce the covenants using the existing governing directives, resolutions, and procedures of the Association
- Offer homeowner suggestions to comply with covenants
- Evaluate new state and city laws to assess potential conflict with the covenants and recommend applicable changes
- Provide oversight and direction to the Covenants Committee
- Perform other duties as required by the Board

COMMONS DIRECTOR

- Monitor the common areas to ensure that their conditions are maintaining or increasing association property values and homeowner enjoyment
- Identify need for common area maintenance, repair, or improvement
- Develop project plans to maintain, repair, or improve common area equipment

DUTIES OF RHHOA BOARD MEMBERS

- Obtain bids for common area maintenance, repair, or improvement
- Monitor contractor compliance
- Investigate suspected misuse or abuse of the common areas
- Approves homeowner's requests to maintain common areas surrounding their property
- Coordinate community cleanup and fire mitigation activities
- Board of Director liaison with CSFP in matters pertaining to fire mitigation
- Provide oversight and direction to the Commons Committee
- Perform other duties as required by the Board

DUTIES OF RHHOA COMMITTEES

ARCHITECTURAL CONTROL COMMITTEE

- Exercise broad discretionary powers in its decisions
- Ensure, in its best judgment, that all structures, improvements, construction, decorating, and landscaping on Raven Hills properties conform to and harmonize with the existing surroundings and structures
- Maintain written records of all applications submitted to it and of all actions taken.
- Send approval/disapproval letters to homeowners
- Grant variances from the provisions of the covenants in cases of irregularly shaped lots, unusual terrain, or other conditions wherein the strict enforcement of these restrictions would result in unusual hardship
- Resolve all questions of interpretation
- Research new technologies and products
- Assist homeowners in planning projects

COVENANTS COMMITTEE

- Assist the Covenants Director in evaluating and enforcing covenant violations.
- Accompany the director on visits to homeowners
- Assist the director in educating homeowners, offering solutions to homeowners, issuing notices of violations, conducting hearings, and evaluating appeals
- Review policies, procedures, rules, and regulations periodically for need and enforceability
- Assist the director in evaluating new state and city laws to assess potential conflict with the covenants and recommending applicable changes

COMMONS COMMITTEE

- Assist the Commons Director in evaluating, recommending, and implementing plans to improve and maintain the common areas
- Assist the director in educating homeowners on things they can do to help improve the common areas

SOCIAL COMMITTEE

- Build community by bringing homeowners together for fun and volunteer events
- Advise the Board of Directors on all matters pertaining to recreational programs and activities of the Association
- Plan, organize, and coordinate community activities