

PRINCETON MILL HOMEOWNERS ASSOCIATION

PMHOA Board Member Roles

April 2017

Thank you for serving as a member of the Board of Directors for the Princeton Mill Homeowners Association.

The Princeton Mill HOA Board is responsible for upholding the covenants and by-laws of the homeowners' association, serving the residents of the neighborhood. The Board manages HOA finances and sets long term priorities for improvements and capital projects. Historically, designated board members or volunteers are responsible for managing common properties and activities with committee support such as swim, tennis, grounds, social, and architectural controls. Additional responsibilities include communication to and from homeowners as representatives of the neighborhood, and maintaining ownership records of residents. Overall, the members of the Board oversee the management, legal, and financial actions needed to ensure long term stability of the HOA and ensure year-to-year budgets, plans, and programs are achieved.

Board Member responsibilities include attendance at meetings, as well as teleconference meetings and active email conversations as part of Board committees. The board is responsible for planning and hosting an annual homeowners meeting. Acting through the board as a whole, a board member should:

- To do what is best for Princeton Mill, to work with every Board Member to gain their perspective and be respectful of opposing points of view.
- Protect the property values of the neighborhood as a collective
- Enforce the covenants
- Establish sound fiscal policies and maintain accurate records
- Develop a workable annual budget, keeping in mind the needs, requirements and expectations of the community
- Establish reserve funds
- Act on budget items and determine assessment rates , collect assessments as necessary
- Ensure any rule changes adhere to the Covenants and local laws.
- Appoint committees for specific function and delegate authority to them
- Select an attorney, an auditor, insurance agent and other professionals for the association
- Provide adequate insurance coverage, as required by the bylaws and local governmental agencies
- Inform board members of all business items that require their vote, outcome of board decisions, and transactions
- See that the association is protected for the acts of all parties with fiscal responsibilities

Structure: The Board consists of at least 7 voting members, and may have as many as 11 members. Terms are for one year. The board roles are President, Vice President, Secretary, Treasurer, and Members at Large (committee leads) which may include Social, Tennis, Pool, Architectural Control, Grounds, and Membership based on the needs of the residents/HOA. Committees can be led by non-board members, with ongoing communication to the board on status.

Role	Role Description
President	Primary spokesperson for association, prepare meeting agendas and preside over meetings, appoint committees
Vice President	Act as President in time of absence, annual insurance review and legal liaison, assist in member communications
Treasurer	Maintain financial records and report on the financial status of the association, Review financial statements, establish budgets, oversee annual tax filings
Secretary	Preserve association history, ensure timely written records of board meetings and votes, maintain association correspondence
Member at Large: ACC	Lead ACC committee, provide updates to board on ACC violations or policy changes
Member at Large: Pool	Budget and maintenance of pool including management of 3 rd party contracts, lead for pool committee
Member at Large: Grounds	Budget and maintenance of all common areas excluding pool maintenance and tennis , including 3 rd party contracts
Member at Large: Tennis	Budget and maintenance of tennis, oversight of events and bookings
Member at Large: Social	Planning and execution of social events, lead social committee
Member at Large: Membership	Welcoming new members, maintain directory, lead neighborhood newsletter

Indicates mandatory positions by covenants that must be filled for ongoing operations

Role: President

Responsibilities:

- 1) To set up a schedule of Monthly Board meetings. They will either chair the meeting or assign that task to another member of the board. The Chair will set up an agenda for the meeting.
- 2) After their election as President, they should make an appointment with the Bank in which the HOA does business and be set up to conduct official Bank Business.
- 3) The President should be a key focal for all residents if they have any concern within the Sub-division. They will either work on the issue or assign the task to a member of the Board.
- 4) The President will work with all Board Members to ensure there are no concerns within the Board Members assigned area. No area should exceed their budget, unless it is approved by a vote from the whole HOA Board.
- 5) The President should reach out to all new residents, and to attend meet & greets or to assign this to another member of the Board.
- 6) The President or an assigned Board Member should try to attend all HOA sponsored activities.
- 7) The President will sign off on all official business, especially on any audits conducted or reviews on the status of the financial position. To sign off on the annual budget once the year is complete.
- 8) Liaison for legal matters and responsible for attorney communications and selection (with board approval).

With all the actions noted above, the most important functions of the President is to ensure that the Board addresses all concerns and maintains a smooth working relationship between Board Members as well as between the Board and Residents. **Simply, to make Princeton Mill a GREAT place to live.**

The President is elected by the members of the Board who are themselves elected to the Board during the Annual Meeting of the HOA. They will serve for a year, and per current rules takes office immediately upon being elected. It is the responsibility of the outgoing president to work with the newly elected President to ensure a smooth turnover.

Anyone on the newly elected Board may run for the position of President.

This role ideally is a 2 year minimum commitment to ensure continuity. Average monthly time commitment is 12 hours per month (including meetings).

Role: Vice President

The role of the HOA VP is to serve as president when the president is unable, and the primary member of the executive team leading the annual nomination process, long term planning, and insurance review.

Responsibilities include:

Ongoing communications with homeowners, including providing resolution for homeowner complaints, working with the President and other board members as needed.

Lead the planning committee to ensure a 3-5 plan is completed with necessary capital estimates and integrated into annual budgets with the Treasurer. The committee meets quarterly, and provides guidance to the board at a minimum once a year. The Vice President is the chair of this committee and provides guidance to those serving on the committee from the board, and from homeowners.

Annual Town Hall- leads town hall sessions with homeowners to get input and feedback regarding long term plans and large initiatives for the HOA. In general these are listening sessions without the formal agenda of the annual homeowners meeting. Town halls are held once a year, but can be more often if needed.

Manage the nomination process for new board members and chair of the nomination committee as written in our bylaws. Nominations for board positions are communicated and accepted well in advance of the annual meeting, and have clear communication of the responsibilities and qualifications for the board. The goal is to ensure continuity of board operations, engage new board members and committee members, and balance diversity on the board to include age, gender, background, skills, and experiences.

Review insurance policies and seek bids as needed to ensure proper coverage and fair pricing.

This role ideally is a 2 year minimum commitment to ensure continuity. Average monthly time commitment is 8 hours per month (including meetings).

Role: Treasurer

The treasurer has the following responsibilities:

1. Prepare the annual financial statement for the HOA.
2. Prepare the HOA budget and provide ongoing financial views of the budget during the operating year to ensure budget is met.
3. Maintain financial records and reconcile bank accounts.
4. Collect membership dues, and any fines/penalties as instituted by the board of directors.
5. Pay HOA bills.
6. Coordinate with the relevant officers of other HOAs in the subdivision with regard to financial matters pertaining to the upkeep of common areas in the subdivision.
7. File federal and state tax returns on behalf of the HOA.
8. Miscellaneous operational functions
9. Oversee financial functions if delegated to outside firm.

From the HOA by- laws for reference:

Section 7. Treasurer. The Treasurer shall have the responsibility for the Association's funds and securities and shall be responsible for keeping full and accurate financial records and books of account showing all receipts and disbursements, for preparing all required financial statements and tax returns, and for the deposit of all monies and other valuable effects in the name of the Association or the managing agent in such depositories as may from time to time be designated by the Board. The Treasurer shall be responsible for the preparation of the budget as provided in the Declaration. The Treasurer may delegate all or a part of the preparation and notification duties associated with the above responsibilities to a management agent.

This role ideally is a 2 year minimum commitment to ensure continuity. Average monthly time commitment is 12 hours per month (including meetings).

Role: Secretary

The primary role of the HOA secretary is to ensure timely written records of board meetings and votes. The secretary communicates board meeting agendas, compiles and recaps meeting minutes, and records all votes for the HOA record.

Other responsibilities may include:

- Maintaining copies of records for committees such as ACC or legal actions taken
- Bringing forward agenda items on behalf of residents or board members (who could not be present)
- Drafting communications for emails on occasion
- Verifying financial records or transactions as a second party

This role ideally is a 2 year minimum commitment to ensure continuity. Average monthly time commitment is 4 hours per month (including meetings).

Role: Architectural Control Committee

The Architectural Control Committee (ACC) is authorized and mandated in the Princeton Mill Covenants. The ACC oversees improvements and maintenance issues of homes in the neighborhood. The committee (minimum of 4 members) is consisted of a group of volunteer homeowners lead by the Committee Chair who is also an elected member of the HOA Board. The purpose of the Committee is to review submitted Improvement Request Forms (IRF) to assure that the proposed improvement meets with the standards of the neighborhood in both visual and material design. Our efforts are to maintain the quality and value of the homes in our neighborhood.

The ACC Chairman must review all complaints submitted by a resident of Princeton Mill.

Average monthly time commitment is 8 hours per month (including meetings).

Role: Tennis Committee

The overall goal of the tennis committee is the upkeep of tennis facilities (including the viewing pavilion), communication with tennis team captains, and administration of the court reservation web site.

Ongoing responsibilities:

- Coordinate with tennis team captains on court reservations.
- Ordering replacement court rollers and replacing worn-out rollers as needed.
- Administration of users needing access to the court reservation system.
- Provide periodic updates on ongoing activities and plans to the HOA board.
- Inspection and general, on-going maintenance and repairs.
- Desire to promote growth of tennis within Princeton Mill and Weddington.

Infrequent responsibilities:

- Prepare yearly budgets.
- Get bids and coordinate with contractor for resurfacing of the courts approximately every 4-5 years.
- Order signs for division or city-finals winning teams.
- Maintenance of viewing pavilion as needed.

This role is normally a 1 year minimum with an average monthly time commitment of 2-3 hours (including meetings). Time commitment is slightly higher during court resurfacing.

Role: Chairman of the Pool Committee

The Pool Chairpersons responsibility is to lead the Pool Committee, charged with maintaining the Pool/Pavilion asset for the neighborhood. Responsibilities may be divided between the committee as determined by the Chairperson and the Pool Committee. Duties include:

- Working as the liaison for the board and its membership to ensure the property is kept up, aesthetically and structurally.
- The Chair works with the Pool Committee to develop strategies for maintaining the facilities for that year as well as developing strategic plans for the future that will maintain or increase value to the community.
- The Pool Chairperson is responsible for the annual budget, including contracts to pool vendors, for maintenance and capital improvements.
- The Chairperson also approves payment for service contracts, utilities, and miscellaneous items within their budgeted area.
- He or she will also be the contact if there is a problem, and the one to act on behalf of the community to be sure that issues or deficiencies are corrected.

This role is normally a 1 year minimum with an average monthly time commitment of 2-3 hours (including meetings). Time commitment is higher during summer months, 12-14 hours.

Role: Social Chair/Committee

Social Chairman - This role develops the annual social calendar and budget for the Princeton Mill Neighborhood. Historically, there are two events for children and two events for Adults annually. The social chair designates other residents who, with guidance, plan and execute the activities. This role also manages the communication for these events through social media, email, etc.

Example: 4th of July Parade from the main entrance to the pool area. The kids decorate their bikes and wagons and the parents tag along. Once at the Pool we have special activities geared for the children. We also have activities around Halloween, which is a perfect time of year for the kids.

Adult events have included Chili Cook-offs, BBQ's and a Bluegrass Band, all of this to have fun.

Average monthly time commitment is 4 hours per month (including meetings).

Role: Grounds

The Grounds lead manages all vendors and vendor contracts related to the upkeep of the Princeton Mill common areas in the neighborhood and the pool clubhouse. This includes landscaping, pest control, pressure washing and gutter cleaning.

The objective is to maintain the common grounds of Princeton Mill Subdivision to have an attractive and inviting appearance. This includes:

- scheduling shrubbery pruning and trimming twice and touch ups as needed during the year
- aerating grass annually and reseeding as necessary
- designing entrances twice a year
- Ensuring sprinkler system and lighting systems are functional and have sprinklers winterized yearly at proper time.
- Upkeep of the fence with monthly checks on posts and repair of same if required, and grassy area along fence as they are used by utilities people for parking.
- Fence will require pressure washing yearly and possible staining of slats and painting of posts.
- Managing cleaning services for clubhouse as needed

Average monthly time commitment is 4 hours per month (including meetings).

Role: Membership

This role is responsible for maintaining the active membership record of Princeton Mill Residents, including distribution lists for mail and email.

Activities:

1. Obtain new resident names, address, contact number, former owners name; move in date. (President, Vice President, or Treasurer provides information).
2. Drop in mailbox the welcome note with gift card within thirty days of moving in.
3. Invite them to new residents "Meet and Greet" coffee. Board members present to answer questions about amenities and living in Princeton Mill. Packets will be given to homeowners that include a PM Directory, Board roster, Social Calendar, Covenants, Pool and Tennis Information, Volunteer Sign-up Sheet, and information to access our PM website, Next Door, and our newsletter.
4. Sympathy cards acknowledged in neighborhood.
5. First newborn given gift card and each additional child listed in our newsletter.

Average monthly time commitment is 4 hours per month (including meetings).