Treasurers Committee

- Treasurers of EB and 3 NC's
- Provide guidance on financials to EB and NC's
- Perform additional financial tasks assigned by EB

Accountant

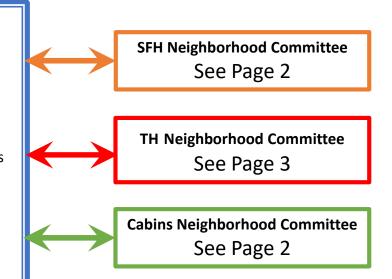
- HOA financial oversight
- Responsible for homeowner accounts and receivables
- Process payments for projects >\$5,000 upon approval by EB (for Commons) or NC (for neighborhood)
- Process monthly contractual bills upon receipt
- Process invoices for projects <\$5,000 upon approval by PM
- Prepare & distribute financial reports
- Prepare draft budgets for Neighborhoods and Commons; finalize in consultation with NC's and EB.

EB Committees

- Special committees chartered by EB
- · Carry out assigned tasks as specified in charter
- Limited to 3-5 members
- Lead member is liaison with EB

EXECUTIVE BOARD

- HOA Governance of matters shared by all neighborhoods, including Commons
- Oversight of Property Commons/SFH/Cabins Manager performance
- Oversight of Accountant performance
- Commons Financials, including budget
- Review bids as provided by PM for Commons projects >\$5,000 and select contractor
- Approve Commons work and payment
- For single-source quotes for Commons projects <\$5,000, review quote and approve work and payment
- Approve all budgets
- Legal, Insurance and other common services
- Oversee EB committees





Property Manager - Commons, SFH, Cabins (excluding TH)

- Respond to service requests identified by homeowner, NC, or EB
- Sole point of contact for all outside services;
- Obtain multiple bids for capital projects > \$5,000; single source quote is sufficient for projects <\$5,000
- Submit bids and quotes to NC/EB for selection and approval; negotiate and administer all contracts; oversee all works
- Submit invoices for projects >\$5,000 to Accountant & NC/EB as appropriate for processing
- Approve invoices for projects <\$5,000 and submit to Accountant
- Reports to EB only; provide sufficient documentation of performance as agreed with EB
- Central record keeping; maintain HOA documents and HOA website
- Provide support to EB
- Enforce Rules and Regulations
- Liaison for communications with homeowners
- Manage Yacht Club and Lake
- Full listing of responsibilities in Contract Scope of Work

