

- Take meeting minutes
  - Prepare for and attend the Annual Meeting.
  - Deliver a draft agenda and proxy to the Trustees > one week before the Annual Meeting is posted on the web site.
- Mail a written meeting notice, agenda and proxy to each Member  $\geq$  ten days prior to the scheduled Annual Meeting. (a By-Law requirement)
- Prepare required reports including a financial statement, and proposed annual operating and reserve budgets.

#### Manage election of Trustees

- Take meeting minutes and deliver a draft to Board of Trustees for review within one week of meeting date.
- Maintain Association files including proxies, financial, CC&R and Architectural Committee, legal, all correspondence on behalf of HOA, and meeting minutes.
- Prepare and post the Association newsletter on the website twice each year. Mail one of these newsletters with annual invoice mailing. The HOA Board of Trustees will be responsible for a majority of newsletter content.
- Provide help to the website developer in the development of a website. Provide updates to the website as needed.

### 3. Administer the Architectural Committee.

Receive Design Review documents from property owners; review for completeness and work with the owner to ensure proper documentation; forward to the Design Review Committee for review; and send appropriate design review correspondence.

### 4. Support CC&R and Architectural Committee Rules Compliance

- When a complaint is received, review CC&R's/ACR (Architectural Committee Rules) and prepare appropriate correspondence for Board signature.
- Conduct routine site inspections of the community for CC&Rs and Architectural Committee Rules compliance on a monthly basis. Assist the Board with enforcement.

### 5. HOA Financial Responsibilities

Postage & copying/printing

Bank fees

- Association stationery including invoice and check envelopes
- Association legal, insurance and accounting costs

Thanks,  
Dwight Hibdon — 649-928  
SSSFHOA, President