

EPGCHA Board Job Duties and Responsibility Chart

Board Position	Primary Duties & Responsibilities	Associated Duties & Responsibilities	Coordinates With:
President	Establishes and Oversees Goals & Objectives for the Board Official Spokesperson for the EPGCHA <ul style="list-style-type: none"> Primary Board Liaison with Association Attorneys Primary Board Liaison with DRC & Fieldstone Primary Board Liaison with Fieldstone Facilitates and Runs all EPGCHA Board Meetings, & Annual Meetings <ul style="list-style-type: none"> Coordinates Agendas with Secretary and Fieldstone Coordinates Compliance of all Governing Documents with Board & Fieldstone <ul style="list-style-type: none"> Reviews all Site Visits, Violation Notices, & Reports Ensures Action & Resolution of CC&R Violations 	Approves Expense Reimbursements Co-Signs Contracts with Secretary Check Signing for Reserve Account Serves as the Board Expert regarding the CWS & CC&Rs Assists with Interviews and Hiring of contractors Convenes Board Committees Newsletter Contributor	All Board Members Fieldstone Management Attorneys Declarant, Builders, Realtors Board-Appointed Committees
Secretary	Coordinates Recordkeeping with Fieldstone Creates Agendas for Board Meetings Writes Meeting Minutes from Board Meetings	Board Leadership in Absence of President Co-Signs Contracts/Agreements with President Maintains Excellent Working Knowledge of the CC&Rs Assists with Interviews and Hiring of contractors Newsletter Contributor	All Board Members Fieldstone Management Insurance Agent Board-Appointed Committees
Treasurer	Maintains the Budget & Compliance with Standards & HOA Laws <ul style="list-style-type: none"> Monitors Accounting, Annual Budget & Monthly Budget Reports Coordinates All Reserve Fund and Audit Activities Monitors Collection Efforts with Harker Lepore & Fieldstone Prepares Annual Budget Drafts Coordinates Association Insurance Requirements	Board Leadership in Absence of President & Secretary Approves Expense Reimbursements Check Signing for Reserve Account Maintains Excellent Working Knowledge of the CC&Rs Assists with Interviews and Hiring of contractors Newsletter Contributor	All Board Members Fieldstone Management Insurance Agent Board-Appointed Committees
Director Landscape & Maintenance	Coordinates All Common Area Maintenance & Repairs with Fieldstone Board Liaison for Modification Committee <ul style="list-style-type: none"> Ensures Consistent, Cost-Effective Community Maintenance Coordinates with the City for Area Projects & Modification Committee	Maintains Excellent Working Knowledge of the CC&Rs Assists with Interviews and Hiring of contractors Newsletter Contributor	All Board Members Fieldstone Management Landscape Contractor Maintenance Contractors Board-Appointed Committees
Director Communications & Community Relations	Communications <ul style="list-style-type: none"> Prepares Quarterly Newsletters, Announcements & Flyers Community Relations <ul style="list-style-type: none"> Coordinates New Owner "Meet & Greets" Coordinates Community Involvement Efforts Works with Homeowners to Address HOA Issues 	Maintains Good Working Knowledge of the CC&Rs Assists with Interviews and Hiring of contractors Newsletter Contributor	Board President Fieldstone Management Neighborhood Watch Board-Appointed Committees
Directors At Large (2)	Assist all directors with projects and Board business	Maintains Good Working Knowledge of the CC&Rs Assists with Interviews and Hiring of contractors Newsletter Contributor	Board President Fieldstone Management Services Board Appointed Committees

EPGCHA Contractor Descriptions & Duties Chart

Contracted Service	Primary Duties & Responsibilities	Coordinates With:
Attorneys Kevin Harker & Bruce Lepore Harker & Lepore LLC	Legal Advice and Representation as Required Assure EPGCHA Compliance with State and National HOA Laws & Regulations Assure EPGCHA Compliance with EPGCHA CC&Rs, By-Laws, and Board Regulations Provide Board Training Programs as Appropriate	Board President Fieldstone Management
Insurance Barbara DeForest <i>American Family Insurance</i>	Insurance Coverage <ul style="list-style-type: none"> Liability Building & Business Insurance Fidelity Bond Directors/Officers Insurance 	Fieldstone Management Treasurer
Management & CC&R Administration Taryn Nugent <i>Fieldstone Management</i>	Provides Management Services to EPGCHA Prepares and Presents Contracted Reports to the Board based on contracted timelines Administrative Support to the Modification Committee Acts as the HOA's Representative on the Design Review Committee <ul style="list-style-type: none"> Weekly Design Review Committee Tours CC&R Compliance <ul style="list-style-type: none"> Administers the CC&R Violation Process Bi-monthly Tours the EPGC to Check CC&R Compliance Communicates with Board by phone & e-mail Maintains Individual Lot Owner Chronological Information Assures the EPGCHA Adheres to Applicable Laws, Regulations, CC&Rs, By-Laws, and Board Regulations Provides Community Properties <ul style="list-style-type: none"> Maintain County Property Records & Maps as Needed. Retrieves Data as Needed. Works with Title Companies as necessary to Record Liens and Other Legal Requirements Provides Board with New Property Owner Information Landscape & Maintenance <ul style="list-style-type: none"> Coordinates with Landscape Director for Landscape/CWS Maintenance Requirements Supervise all contractors Golf Course coordination as needed Coordinates with city for area projects Report any issues or recommended maintenance to the Landscape Director Insures Consistent Board Practices, Policies & Procedures <ul style="list-style-type: none"> Develops & Maintains all Board Documents & Procedures Provide Board Training Program Maintains Website Maintain Office 365 Coordinates with Board to Respond to Complaints and Concerns of Residents Coordinates with all Board Members as Necessary Maintains the Official Records for the Association Maintains an Accurate Listing of all Home and Landowners and Prepares the <i>Master Homeowners & Renters Directory</i> Sends New Resident Information to Community Relations Board Member Annual Meeting <ul style="list-style-type: none"> Oversees the Board Election Process Writing, printing, and mailing of annual meeting documents Reservation of Ashpole Center for annual meeting Newsletter Contributor	All Board Members as-needed Board-Appointed Committees Attorneys Landscape Contractor Maintenance Contractors Insurance Agent Developers, Builders Modification Committee Design Review Committee City of Eagle Point Golf Course

Accounting Services Julie Vizina <i>Fieldstone Management</i>	Provides Bookkeeping and Accounting Services Which Adhere to Legal and Professional Standards <ul style="list-style-type: none"> • Maintains all Financial information of Association • Bills and Collects Residential Association Dues • Pays Bills and Invoices and Prepares Checks • Works with Treasurer to Arrange the Annual Required Audit Assists with Preparing the Budget with the Treasurer	All Board Members as Needed Board Treasurer Board-Appointed Committees
Landscape Maintenance Bill Bumgardner <i>Bumgardners Landscape</i>	Maintains All EPGCHA Common Area Landscape to the Community-Wide Standard Recommends Special Landscape Projects as Appropriate Perform Special Landscape Projects as Requested by the Board Newsletter Contributor	Fieldstone Management Board Member in Charge of Community Maintenance Maintenance Committee
Maintenance Contracted “As Needed”	Keep All EPGCHA Owned Structures & Properties at the CWS <ul style="list-style-type: none"> • As Directed by the Board, Build New/Rebuild/Remodel/Renovate/Removal/Repair/Paint/Etc. 	Fieldstone Management Board Member in Charge of Community Maintenance Maintenance Committee