

# EPGCHA Board Titles, Job Duties and Responsibility Chart

**2017-2018**

Board Position Incumbent	Primary Duties & Responsibilities	Associated Duties & Responsibilities	Coordinates With
<p style="text-align: center;"><b>President</b> <b>Ron Campbell</b></p>	<p><b>Provides Leadership &amp; Guidance for all Board Members &amp; Functions</b>  <b>Establishes and Oversees Goals &amp; Objectives for the Board</b>  <b>Official Spokesperson for the EPGCHA</b></p> <ul style="list-style-type: none"> <li>Primary Board Liaison with Association Attorneys</li> <li>Primary Board Liaison with DRC &amp; HOA Member of DRC</li> <li>Primary Board Liaison with CPM</li> </ul> <p><b>Facilitates and Runs all EPGCHA Board Meetings, &amp; Annual Meetings</b></p> <ul style="list-style-type: none"> <li>Coordinates Agendas with Secretary and CPM</li> </ul> <p><b>Coordinates Compliance of all Governing Documents with Board &amp; CPM</b></p> <ul style="list-style-type: none"> <li>Review of all CPM Site Visits and Violation Reports</li> <li>Ensures Action &amp; Resolution of CC&amp;R Violations</li> </ul> <p><b>Board Liaison with the Modification Committee</b></p>	<p>Approves Expense Reimbursements  Co-Signs Contracts/Agreements with Secretary  Check Signing for Reserve Account  Serves as the Board Expert Regarding the CWS &amp; CC&amp;Rs  Assists with Interviews and Hiring of Contractors  Convenes Board Committees  Newsletter Contributor</p>	<p>All Board Members  CPM Real Estate Services  Attorneys  Modification Committee  Declarant, Builders, Realtors  Board Appointed Committees</p>
<p style="text-align: center;"><b>Secretary</b> <b>Lynn Merrill</b></p>	<p><b>Coordinates All Requirements for Conducting Board &amp; Annual Meetings</b></p> <ul style="list-style-type: none"> <li>Meeting Room Set-up and Take-Down</li> <li>Prepare Agendas, Meeting Material, Meeting Minutes</li> </ul> <p><b>Insures Consistent Board Practices, Policies &amp; Procedures</b></p> <ul style="list-style-type: none"> <li>Develops &amp; Maintains all Board Documents &amp; Procedures</li> </ul> <p><b>Coordinates Recordkeeping with CPM</b>  <b>Maintains the EPGCHA Website</b></p>	<p>Board Leadership in Absence of President  Co-Signs Contracts/Agreements with President  Oversees the Board Election Process  Maintains Excellent Working Knowledge of the CC&amp;Rs  Assists with Interviews and Hiring of Contractors  Newsletter Contributor</p>	<p>All Board Members  CPM Real Estate Services  Insurance Agent  Diane West (West Designs)  Board Appointed Committees</p>
<p style="text-align: center;"><b>Treasurer</b> <b>Ruth Jenks</b></p>	<p><b>Maintains the Budget &amp; Compliance with Standards &amp; HOA Laws</b></p> <ul style="list-style-type: none"> <li>Monitors Accounting, Annual Budget &amp; Monthly Budget Reports</li> <li>Coordinates All Reserve Fund and Audit Activities</li> <li>Monitors Collection Efforts with Vial Fotheringham &amp; CPM</li> <li>Prepares Annual Budget Drafts</li> </ul> <p><b>Coordinates Association Insurance Requirements</b></p>	<p>Board Leadership in Absence of President &amp; Secretary  Approves Expense Reimbursements  Check Signing for Reserve Account  Maintains Excellent Working Knowledge of the CC&amp;Rs  Assists with Interviews and Hiring of Contractors  Newsletter Contributor</p>	<p>All Board Members  CPM Real Estate Services  Board Appointed Committees</p>
<p style="text-align: center;"><b>Director</b> <b>Landscape &amp; Maintenance</b> <b>Dave Gaines</b></p>	<p><b>Coordinates All Common Area Maintenance &amp; Repairs</b></p> <ul style="list-style-type: none"> <li>Landscape Maintenance with Landscape Contractor</li> <li>Golf Course Coordination as Needed</li> <li>Maintenance of Pathways, Kiosks, Lights, Structures</li> </ul> <p><b>Board Liaison with Maintenance Committee</b></p> <ul style="list-style-type: none"> <li>Ensures Consistent, Cost Effective Community Maintenance</li> </ul> <p><b>Coordinates with the City for Area Projects</b></p>	<p>Maintains Excellent Working Knowledge of the CC&amp;Rs  Assists with Interviews and Hiring of Contractors  Newsletter Contributor</p>	<p>All Board Members  CPM Real Estate Services  Landscape Contractor  Maintenance Committee  Board Appointed Committees</p>
<p style="text-align: center;"><b>Director</b> <b>Communications &amp; Community Relations</b> <b>Jay Garlitz</b></p>	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>Prepares Quarterly Newsletters, Announcements &amp; Flyers</li> <li>Assists with Maintaining the EPGCHA Website</li> </ul> <p><b>Community Relations</b></p> <ul style="list-style-type: none"> <li>Prepares and Delivers New Resident Packets</li> <li>Coordinates New Owner "Meet &amp; Greets"</li> <li>Coordinates Community Involvement Efforts</li> <li>Works with Homeowners to Address HOA Issues</li> </ul>	<p>Maintains Excellent Working Knowledge of the CC&amp;Rs  Assists with Interviews and Hiring of Contractors  Newsletter Contributor</p>	<p>All Board Members  CPM Real Estate Services  Diane West (<i>West Design</i>)  Board Appointed Committees</p>

Effective December 5, 2017

# EPGCHA Contractor Descriptions & Duties Chart

2017-2018

Contracted Service	Primary Duties & Responsibilities	Coordinates With
<b>Attorneys</b> Chris Tingey & Ryan Harris <i>Vial Fotheringham, LLP</i>	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	All Board Members as Needed CPM Real Estate Services Board Appointed Committees
<b>Insurance</b> Barbara DeForest <i>American Family Insurance</i>	<b>Insurance Coverage</b> <ul style="list-style-type: none"> <li>Liability Building &amp; Business Insurance</li> <li>Fidelity Bond</li> <li>Directors/Officers Insurance</li> </ul>	CPM Real Estate Services Treasurer Board Appointed Committees
<b>Management &amp; CC&amp;R Administration</b> John Dix & Tiffany Petree <i>CPM Real Estate Service</i>	<b>Provides Management Services to EPGCHA</b> <b>Coordinates with all Board Members as Necessary</b> <b>Maintains the Official Records for the Association</b> <b>Assures the EPGCHA Adheres to Applicable Laws, Regulations, CC&amp;Rs, By-Laws, and Board Regulations</b> <b>CC&amp;R Compliance</b> <ul style="list-style-type: none"> <li>Administers the CC&amp;R Violation Process</li> <li>Regularly Tours the EPGC to Check CC&amp;R Compliance</li> <li>Communicates with Board by phone, e-mail and/or US Mail</li> <li>Maintains Individual Lot Owner Chronological Information</li> </ul> <b>Prepares and Presents Requested Reports to the Board</b> <b>Coordinates with Board to Respond to Complaints and Concerns of Residents</b> <b>Supervises All Contractors as Necessary</b> <b>Coordinates with Board Members for Landscape/CWS Maintenance Requirements</b> <b>Community Properties</b> <ul style="list-style-type: none"> <li>Maintain County Property Records &amp; Maps as Needed. Retrieves Data as Needed.</li> <li>Works with Title Companies as necessary to Record Liens and Other Legal Requirements</li> <li>Provides Board with New Property Owner Information</li> </ul> <b>Newsletter Contributor</b>	All Board Members as Needed Board Appointed Committees Attorneys Landscape Contractor Maintenance Contractors Insurance Agent Developers, Builders, Realtors
<b>Accounting Services</b> Tamara Turati <i>CPM Real Estate Services</i>	<b>Provides Bookkeeping and Accounting Services Which Adhere to Legal and Professional Standards</b> <ul style="list-style-type: none"> <li>Maintains all Financial information of Association</li> <li>Bills and Collects Residential Association Dues</li> <li>Pays Bills and Invoices and Prepares Checks</li> <li>Works with Treasurer to Arrange the Annual Required Audit</li> <li>Maintains an Accurate Listing of all Home and Landowners and Prepares the <i>Master Homeowners &amp; Renters Directory</i></li> <li>Sends New Resident Information to Community Relations Board Member</li> </ul> <b>Assists with Preparing the Budget with the Treasurer</b> <b>Newsletter Contributor</b>	All Board Members as Needed Board Treasurer Board Appointed Committees
<b>Landscape Maintenance</b> Bill Bumgardner <i>Bumgardners Landscape</i>	<b>Maintains All EPGCHA Common Area Landscape to the Community-Wide Standard</b> <b>Recommends Special Landscape Projects as Appropriate</b> <b>Perform Special Landscape Projects as Requested by the Board</b> <b>Newsletter Contributor</b>	CPM Real Estate Services Board Member in Charge of Maintenance Maintenance Committee
<b>Maintenance Contracted "As Needed"</b>	<b>Keep All EPGCHA Owned Structures &amp; Properties at the CWS</b> <ul style="list-style-type: none"> <li>As Directed by the Board, Build/Rebuild/Remodel/Renovate/Removal/Repair/Paint/Etc.</li> </ul>	CPM Real Estate Services Board Member in Charge of Maintenance Maintenance Committee

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