

EPGCHA Board Titles, Job Duties and Responsibility Chart 2018-2019

Board Position Incumbent	Primary Duties & Responsibilities	Associated Duties & Responsibilities	Coordinates With
President Jay Garlitz	Provides Leadership & Guidance for all Board Members&Functions 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 & HOA Member of DRC Primary Board Liaison with CPM Facilitates and Runs all EPGCHA Board Meetings, & Annual Meetings <ul style="list-style-type: none"> Coordinates Agendas with Secretary and CPM Coordinates Compliance of all Governing Documents with Board & CPM <ul style="list-style-type: none"> Review of all CPM Site Visits and Violation Notices & Reports Ensures Action & Resolution of CC&R Violations 	Approves Expense Reimbursements Co-Signs Contracts/Agreements 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 CPM Real Estate Services Attorneys Declarant, Builders, Realtors Board Appointed Committees
Secretary Terry Marks	Coordinates All Requirements for Conducting Board & Annual Meetings <ul style="list-style-type: none"> Meeting Room Set-up and Take-Down Prepare Agendas, Meeting Material, Meeting Minutes Insures Consistent Board Practices, Policies & Procedures <ul style="list-style-type: none"> Develops & Maintains all Board Documents & Procedures Coordinates Recordkeeping with CPM Assists with Maintaining the EPGCHA Website	Board Leadership in Absence of President Co-Signs Contracts/Agreements with President Oversees the Board Election Process Maintains Excellent Working Knowledge of the CC&Rs Assists with Interviews and Hiring of Contractors Newsletter Contributor	All Board Members CPM Real Estate Services Insurance Agent Board Appointed Committees
Treasurer Brandon Crosier	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 Vial Fotheringham & CPM 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 CPM Real Estate Services Insurance Agent Board Appointed Committees
Director Landscape & Maintenance Pat Adams	Coordinates All Common Area Maintenance & Repairs <ul style="list-style-type: none"> Landscape Maintenance with Landscape Contractor Golf Course Coordination as Needed Maintenance of all Common Area Property & Structures Board Liaison with Maintenance Contractors <ul style="list-style-type: none"> Ensures Consistent, Cost Effective Community Maintenance Coordinates with the City for Area Projects	Maintains Excellent Working Knowledge of the CC&Rs Assists with Interviews and Hiring of Contractors Newsletter Contributor	All Board Members CPM Real Estate Services Landscape Contractor Maintenance Contractors Board Appointed Committees
Director Communications & Community Relations	Communications <ul style="list-style-type: none"> Prepares Quarterly Newsletters, Announcements & Flyers Maintains the EPGCHA Website Community Relations <ul style="list-style-type: none"> Prepares New Resident Packets Coordinates New Owner "Meet & Greets" Coordinates Community Involvement Efforts Works with Homeowners to Address HOA Issues Board Liaison with the Modification Committee	Maintains Good Working Knowledge of the CC&Rs Assists with Interviews and Hiring of Contractors Newsletter Contributor	Board President CPM Real Estate Services Neighborhood Watch Diane West (<i>West Design</i>) Board Appointed Committees

EPGCHA Contractor Descriptions & Duties Chart

Contracted Service	Primary Duties & Responsibilities	Coordinates With
Attorneys Chris Tingey & Ryan Harris Vial Fotheringham, LLP	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
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 	CPM Real Estate Services Treasurer Board Appointed Committees
Management & CC&R Administration John Dix <i>CPM Real Estate Service</i>	Provides Management Services to EPGCHA Coordinates with all Board Members as Necessary Maintains the Official Records for the Association Assures the EPGCHA Adheres to Applicable Laws, Regulations, CC&Rs, By-Laws, and Board Regulations Provides Administrative Support to the Modification Committee Acts as the HOA's Representative on the Design Review Committee CC&R Compliance <ul style="list-style-type: none"> Administers the CC&R Violation Process Regularly Tours the EPGC to Check CC&R Compliance Communicates with Board by phone, e-mail and/or US Mail Maintains Individual Lot Owner Chronological Information Prepares and Presents Requested Reports to the Board Coordinates with Board to Respond to Complaints and Concerns of Residents Supervises All Contractors as Necessary Coordinates with Board Members for Landscape/CWS Maintenance Requirements 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 Newsletter Contributor	All Board Members as Needed Board Appointed Committees Attorneys Landscape Contractor Maintenance Contractors Insurance Agent Developers, Builders
Accounting Services Tamara Turati <i>CPM Real Estate Services</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 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 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	CPM Real Estate Services 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. 	CPM Real Estate Services Board Member in Charge of Community Maintenance Maintenance Committee