

Barrington Trace Board of Director and Position Descriptions

The following outline provides an overview of homeowner association board of directors' and committee chair roles and responsibilities. Note; In order to hold an HOA position resident must be current with HOA dues.

The association has responsibility for its common elements as well as the management and operation of the association's business affairs – all in accordance with standards established by the governing covenants created when the community was first developed. The Barrington Trace Homeowners Association Board of Directors has the authority and control to carry out duties and responsibilities for the Homeowner Association.

Members of the board of directors of the Barrington Trace Homeowners Association serve without compensation. The board's authority includes all of the powers and duties enumerated in general law, as long as these powers are not inconsistent with the provisions of the covenants governing the association.

The board is responsible for preserving the architectural integrity and protecting the neighborhood's property values. The board of directors ensures the community amenities are maintained and available for residents of the community who are current on their HOA fees.

OFFICERS OF THE ASSOCIATION

President

The president of the association serves as the chief executive of the BTHOA. Duties include presiding at all meetings of the board and the membership. The president will execute contracts, orders and other documents in the name of the association as its agent. When signing documents, the president should indicate the capacity in which he or she is signing in order to avoid any personal liability since the president's signature, under most circumstances, will bind the association under a doctrine of inherent powers.

The president also assumes general charge of the day-to-day administration of the association and has the authority to order specific actions in furtherance of the board's policies. The president serves as spokesperson for the board of directors in most matters relating to general association business. Like all officers of the association, the president has an affirmative duty to carry out the responsibilities of the office in the best interests of the homeowner's association. Unless otherwise specified in governing covenants, the president serves at the will of the board of directors and residents; and can be removed with or without cause at any time by a majority of the full board.

Vice President

The vice-president is vested with all the powers which are required to perform the duties of the association president in the absence of the president. The vice president does not automatically possess inherent powers to act in the capacity of the chief executive officer, and may act for the president only when the president is actually absent or otherwise unable to act. The vice-president may assume such additional duties as are defined by the board of directors. The vice-president will chair one or more substantive committees.

Secretary

The secretary of the association is responsible for keeping and maintaining a record of all meetings of the board and the membership and is the custodian for most of the official records of the association. The secretary is responsible for recording of the meeting minutes or designating some-one to be the official recorder. As the custodian for the minutes and other official records of the association, the secretary is responsible for insuring access to those records by the members of the association and their authorized representatives. Secretary is responsible for tally of votes and this position is a non-voting position on the board.

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Treasurer

The treasurer is the custodian of the funds, securities and financial records of the association. The treasurer's duties include overseeing the business relationship with the property management company to ensure that the financial records and reports are properly kept and maintained. The treasurer is responsible for coordinating the development of the proposed annual budget and for preparing and giving the annual financial report on the financial status of the association.

The treasurer does not have the authority to bind the association or the board of directors in dealings with third parties unless the board has provided express authority for the treasurer to do so. The treasurer will ultimately be responsible for insuring that the financial records of the association have been maintained properly in accordance with sound accounting practices.

At Large Board Liaison

The Board Liaison is an at large voting board member who provides guidance, oversight, and engagement of the committees and a neutral and objective perspective when it comes to voting on critical issues.

BOARD COMMITTEES

Social Committee

Preside over all meetings and maintain a regular meeting schedule with the Committee. Attend and actively participate in all Social Committee events and promote interest in all social events. Fulfill other duties as assigned by the HOA board of directors. Serve as the liaison for the Social Committee with any contractors, subcontractors, board of directors, and other HOA committees. Serve as a signatory representative for all Social Committee paperwork and make available all financial business to the treasurer. Keep the Social Committee informed of all relevant issues and concerns and organize and facilitate all event planning, as necessary; present the Social Committee budget with the assistance of the treasurer to the board of directors.

Grounds/Landscaping

The committee will advise the board on all matters pertaining to the landscape maintenance and enhancement of all common area property in Barrington Trace. The committee will oversee the maintenance, design, and enhancements of the landscaping in all common areas of the community. The committee chair will request bids for required services and make recommendations to the Board for award of contract. The committee will monitor the contractor to ensure that work performance and quality of materials meet contractual obligation.

Clubhouse

The Clubhouse Chair(s) oversees the day-to-day maintenance and operations of the Barrington Trace Clubhouse and common property, ensuring that high standards of quality are maintained throughout the club's premises for the benefit of the residents. The Clubhouse Chair also establishes the overall scheduling and usage of the Clubhouse and pool area. Essential Functions: maintain excellent relationships with the Barrington Trace HOA Board of Directors and residents of the community; oversee the management and maintenance of club premises and facilities. Maintain inventory list of all equipment and furniture in the clubhouse and schedule clubhouse rentals and post on www.barringtontrace.net for residents. Assist the treasurer in developing an annual budget for operation of the clubhouse and rental income. Manage excellent overall appearance of Barrington Trace Clubhouse and its common property.

Swimming Pool

It is crucial a pool be well maintained to prevent accidents from occurring. Proper maintenance also protects the pool from damage and prevents it from damaging the surrounding property. The pool chair will work with

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professional pool management companies to ensure the pool is clean and safe for swimming; including obtaining permits to operate the pool; contracting life guard training (contract with American Red Cross) for interested residents; and ensure all the rules and regulations are clearly posted around the pool area."

Architectural

An architectural committee's will review homeowner requests for modifications or additions to their property in accordance with the covenants of the HOA. The Architectural Committee does not serve as a substitute for local building codes or government ordinances. In most cases, a member's proposed improvements or modifications will require separate approvals from the association's architectural committee as well as local building/code enforcement entities. The Architectural Committee will provide a process for applying and approving or rejecting homeowner requests; and the committee will notify the Barrington Trace HOA of all requests and decisions. The HOA Board will resolve all disputes.

Fiduciary Relationship and Responsibility

The association acts through its officers and agents. The board of directors makes the policies for the association, but the officers and agents carry out these policies and administrative functions for the community. All of the officers have an affirmative obligation to act with utmost good faith towards the association and cannot deal in the funds or the property of the association to their own self advantage. The voting members of the association are the president, vice president and treasurer.

The members of the board of directors and each officer of the association have a fiduciary relationship with the members of the association. This fiduciary relationship imposes obligations of trust and confidence in favor of the corporation and its members. It requires the members of the board to act in good faith and in the best interests of the members of the association. It means that board members must exercise due care and diligence when acting for the community, and it requires them to act within the scope of their authority.

A Recap of the Board and Committee Member's Role:

- Acting through the board as a whole, a board member should
- Establish sound fiscal policies and maintain accurate records
- Develop a workable budget, keeping in mind the needs, requirements and expectations of the community
- Establish reserve funds
- Act on budget items and determine assessment rates
- Collect assessments
- Establish, publicize, and enforce rules and penalties
- Authorize legal action against owners who do not comply with the rules
- Review local laws before passing rules or sending bylaws to membership for approval
- Appoint committees and delegate authority to them
- Select an attorney, an auditor, insurance agent and other professionals for the association
- Provide adequate insurance coverage, as required by the bylaws and local governmental agencies
- Inform board members of all business items that require their vote
- Inform members of important board decisions and transactions
- See that the association is protected for the acts of all parties with fiscal responsibilities
- Attend and participate at meetings

Source: Association Times