

Term Expectation – Ideally 3 years to maintain continuity – New Members are welcome each year. 4 Officers, 1 Website Director, 3-5 Directors at large. Many hands make light work.

President:

1. Has reviewed and follows the restrictive covenants and by-laws in conjunction with their duties.
2. Conducts Quarterly Board and Annual HOA meetings.
3. Communicates with Vendors regarding services or issues – Insurance carrier, lawn service, State DOT – Road Repair, Aqua NC as required.
4. Contacts Attorney for issues based upon Board resolutions.
5. Sends out letters to homeowners violating covenants as needed.
6. Replies to Homeowners on Improvement projects requested.
7. Gains consensus on applying Restrictive covenants to resolve issues.
8. Votes on HOA matters by email or meetings.

Vice President:

1. Has reviewed and follows the restrictive covenants and by-laws in conjunction with their duties.
2. Periodically reviews neighborhood, making sure covenants are being followed.
3. Sends out letter to homeowners violating covenants.
4. Assists or leads projects that the Board approves.
5. Votes on HOA matters by email or in meetings.

Secretary:

1. Has reviewed and follows the restrictive covenants and by-laws in conjunction with their duties.
2. Keeps Minutes of all Board and Annual meetings – Just capturing topics discussed and resolutions, does not need to include details of what or who said what.
3. Sends out notices of meetings to Board members and Annual Meeting.
4. Maintains email, phone contact info, Mailchimp database (with Website Director).
5. Keeps records (non-financial) – correspondence, etc. – and maintains ROHA Email files documenting correspondence as retained in the ROHA mailbox and backup to Google Drive.
6. Check HOA PO Box at least monthly for mail, except during dues collections as Treasurer will collect mail in this period.
7. Documents any Board activity/correspondence/ approvals of projects, etc. since the last Board meeting.
8. Votes on HOA matters by email or meetings.

Treasurer Duties:

1. Has reviewed and follows the restrictive covenants and by-laws in conjunction with their duties.
2. Sends out email notices/ PayPal invoices for HOA Fees due – several reminders (2-3) required for timely payment (only to those that have not paid).
3. Updates and posts signs at entrances about Fees & Annual Meetings.
4. Sends out notice of payments received (group emails - at least weekly throughout “Dues Season”).
5. Collects checks from Post Office and deposits dues and late fees. Reconciles and transfers PayPal collections to bank account.
6. Makes payments on behalf of HOA or reimbursements.

7. Reconciles monthly bank statement.
8. Prepares Treasurer's report for each Board and Annual Meeting.
9. Prepares Annual Tax Return (due in March).
10. Renegotiates and renews HOA Certificate of Deposit upon maturity (3/13/2021).
11. Prepares receipts and other documentation as requested by homeowners for refinance applications or other inquiries.
12. Votes on HOA matters by email or meetings.

Website Site Director:

1. Has reviewed and follows the restrictive covenants and by-laws in conjunction with their duties.
2. Maintains Website and Facebook page from input received.
3. Updates directory – Maintains HOA contact info (With Secretary).
4. Backup to Secretary on Notice distributions as required.
5. Votes on HOA matters by email or in meetings.

Directors at Large:

1. Has reviewed and follows the restrictive covenants and by-laws in conjunction with their duties.
2. Assists in improvement projects or other activities of the HOA – see duties below.
3. Votes on HOA matters by email or in meetings.

Duties to be divided amongst Directors at Large (Only one person needed for each duty unless otherwise specified).

1. Liaison with Volunteers to communicate needs or Board Actions.
2. Review Bank reconciliations.
3. Craft responses on issues consistent with Restrictive Covenants as needed (Can be shared duty).
4. Respond to inquiries from Closing Attorneys regarding homeowner's status with HOA.
5. Serve as backup to Secretary and take minutes at Board meetings if Secretary is not in attendance.
6. Maintain inventory of mailbox posts, finials & curves. Coordinate with neighbors to deliver as needs arise. Coordinate with BMC for ordering replacement supplies.
7. Review of violations – communicate to Vice President details for communication with neighbor in violation (One Director for each recurring violation area: 1. Route 68 Fence – Quarterly, 2. Trailers, Business Signs, Mailboxes and Posts – on-going, 3. Projects carried out without Board Approval & Lawn maintenance beyond reasonable level of upkeep – on-going)

Volunteers – Non-Board Member duties

1. Maintain Entrance decorations– Flags, Christmas, Fall, etc and Doggie Stations.
2. Welcome Basket delivery – CJ Masters currently performing
3. Social Committee activities – Halloween, Yard Sale, Spring /Summer Social
4. New letter articles – Your favorite topic of interest to neighborhood.
5. Photography for newsletters, website & Facebook page.
6. Content for HOA Facebook page.

Excerpt of Board and Officer duties from By-Laws:

4. Board of Directors.

(a) The Board of Directors shall consist of three persons. Except for the initial Board of Directors, which shall be appointed by Oak Ridge Developers, II, at least a majority of the Board of Directors shall be members of the Association.

(b) Oak Ridge Developers, II, shall appoint the initial Board of Directors. Thereafter the Board of Directors shall be elected annually by majority vote of the members at the regular annual meeting. Vacancies in the Board of Directors may be filled by the remaining directors until the next member's meeting.

(c) Regular meetings of the Board of Directors may be held at such time and place as shall be determined from time to time by a majority of Directors. Notice of regular meetings shall be given to each Director, personally or by mail, telephone or telegram, at least three days prior to the day named for such meeting, unless notice is waived.

(d) Special meetings of the Board of Directors may be called at the request of 1/3 of the votes of the Board. Notice shall be as provided for regular meetings.

(e) A quorum of the Board of Directors shall consist of the Directors entitled to cast a majority of the votes of the entire Board. The acts of the Board approved by a majority of the

votes cast at a meeting at which a quorum is present shall constitute the acts of the Board of Directors.

(f) Directors fees, if any, shall be determined by the members.

(g) All of the powers and duties of the Association shall be exercised by the Board of Directors, including those existing under the common law and statutes, these By Laws, and the Homeowners Declaration. Such powers shall include, without limiting the generality of the foregoing:

(i) To make, levy and collect assessments against members and members lots to defray the costs of the Association and to use the proceeds thereof in the exercise of the powers and duties of the Association; provided, however, that no assessment may be made against Oak Ridge Developers, II without its consent. Such assessments shall be a lien on the lots in the subdivision when assessed; provided, however, that such lien shall be inferior to the lien of any mortgage against the lots.

(ii) To maintain, repair, replace, operate and manage any common areas and facilities and the subdivision entry signs and to approve any expenditure made for such purpose.

(iii) To reconstruct and/or make further improvement to the entry signs and any Common Area and roads and to make and enter into any and all contracts, necessary or desirable for such purposes.

(iv) To make, amend and enforce regulations governing the use of the Common areas and roads as long as said regulations do not conflict with the Declaration.

(v) To purchase any necessary or desirable insurance contracts with regard to the use of the entry signs, common areas, and/or roads.

(vi) To enforce the provisions of the Declaration and By Laws by legal means.

(vii) To pay all taxes and assessments against the Common Areas (however, such provision shall not be deemed to relieve the property owners of taxes on the road easements crossing their properties).

5. Officers.

(a) The executive officers of the Association shall be a President, who shall be a Director, a Vice President, a

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Treasurer, and a Secretary, all of whom shall be elected annually by the Board of Directors and who may be peremptorily removed by a vote of the Director at any meeting. Any person may hold two or more offices except that the President shall not also be Vice President or Secretary.

(b) The President shall be the chief executive officer of the Association. He shall have all of the Powers and duties which are usually vested in the office of the President of any association.

(c) The Vice President shall, in the absence or disability of the President, exercise the powers and duties of the President. He shall also perform such other duties as may be prescribed by the Directors.

(d) The Secretary shall keep the minutes of all proceedings of the Directors and the members. He shall attend to the giving and serving of all notices to the members and Directors, and such other notices required by law. He shall keep the records of the Association, except those of the Treasurer, and shall perform all other duties incident to the office of secretary of an association.

(e) The Treasurer shall have custody of all of the monies of the Association. He shall keep, or supervise the keeping of, the assessment rolls and accounts of members; he shall keep the books of the Association in accordance with good accounting practices and he shall perform all other duties incident to the office of the Treasurer.

(f) The compensation, if any, of the officers shall be fixed by the Board of Directors.