



## BEL-AIR HEIGHTS HOMEOWNERS ASSOCIATION ORGANIZATIONAL CHART

### Board Members

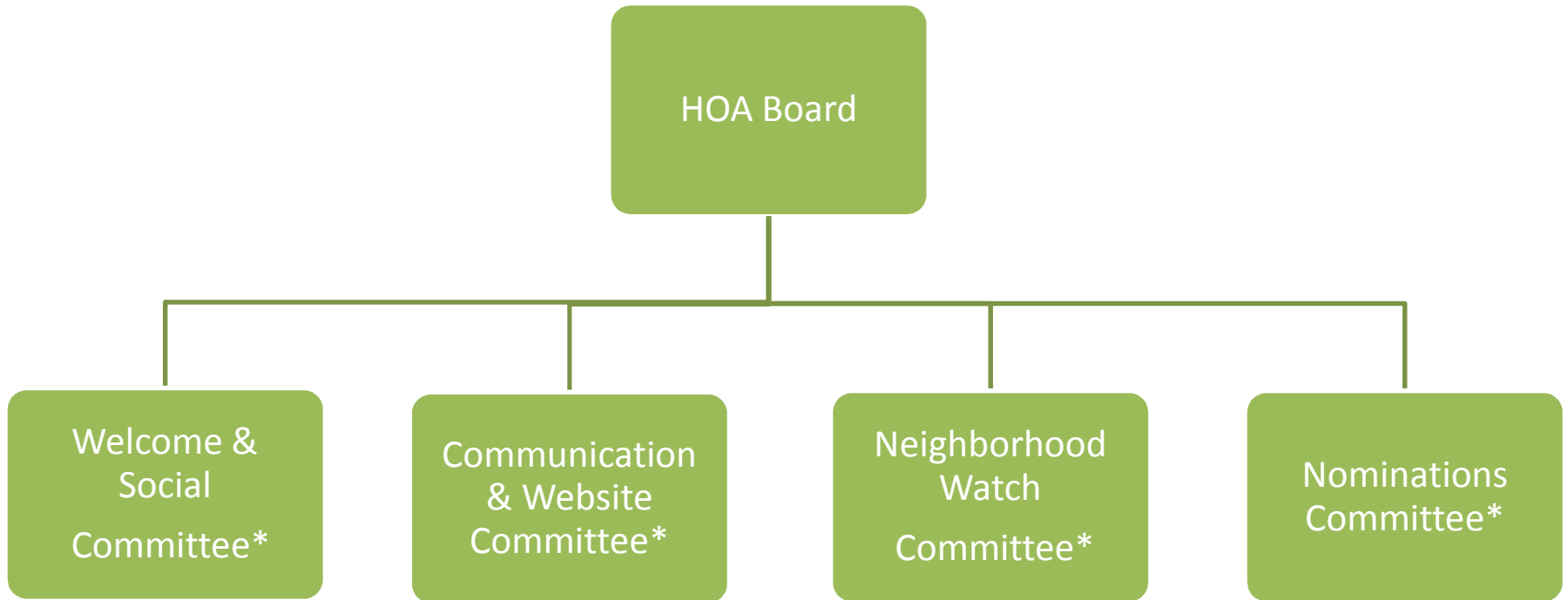
President

Vice-President

Treasurer

Secretary

Members at large (4)



\*Not Members of the Board

## BEL-AIR HEIGHTS HOMEOWNERS ASSOCIATION ORGANIZATIONAL CHART

### Board of Directors and Standing Committee Descriptions

**Board of Directors** - The Bel-Air Heights Homeowners Association Board of Directors, or Executive Board, shall have the powers and duties necessary for the administration of the affairs of the Association. The Executive Board will act in accordance with the Bel-Air Heights Declaration of Covenants, Conditions and Restrictions and the bylaws to preserve the values, desirability and attractiveness of the real property in Bel-Air Heights and for the continued maintenance and operation of the common areas. The Bel-Air Heights Executive Board consists of a President, Vice President, Secretary and Treasurer.

**Welcome and Social Committee** - The Welcoming and Social Committee's mission is to provide a warm welcome to the newest members of the subdivision and make available the essential information needed in order to make their transition into the community go as smoothly as possible. In addition this committee is responsible for organizing any social events that occur within the Bel-Air Heights community, to which all Bel-Air Heights homeowners are invited.

**Communication and Website Committee** – The purpose of the Communications and Website Committee is to work together with the HOA Board to inform, engage, and educate residents regarding issues important to their understanding of, and participation in, the neighborhood while promoting and maintaining positive lines of communication with Bel-Air Heights residents. All communications will be subject to Board review.

**Neighborhood Watch Committee** - The Neighborhood Watch Committee develops safety procedures and crime prevention and awareness programs for the benefit of the community.

**Nominations Committee** - The Nominations Committee is responsible for identifying and recruiting any individuals within the Bel-Air Heights community on an annual basis as possible nominees for offices on the board and standing committees. These candidates are considered based on experience level, past history on the board, etc.

## BEL-AIR HEIGHTS HOMEOWNERS ASSOCIATION ORGANIZATIONAL CHART

# Bel-Air Heights Homeowners Association Roles and Responsibilities

### Individual Board Member Responsibilities

- Attend all board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, CC&R's, and by-laws.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
- Keep up-to-date on developments in the organization's field.
- Follow conflict of interest and confidentiality policies.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

### Board President Job Description

- Oversee board and executive committee meetings
- Serve as ex-officio member of all committees
- Work in partnership with the association to make sure board resolutions are carried out
- Call special meetings if necessary
- Appoint all committee chairs and recommend who will serve on committees
- Assist secretary in preparing agenda for board meetings
- Assist in conducting new board member orientation
- Work with the welcome and social committee to recruit new board members
- Act as a spokesperson for the association
- Periodically consult with board members on their roles and help them assess their performance

## BEL-AIR HEIGHTS HOMEOWNERS ASSOCIATION ORGANIZATIONAL CHART

### Vice President Job Description

- Attend all board meetings
- Serve on the executive committee
- Carry out special assignments as requested by the board president
- Understand the responsibilities of the board president and be able to perform these duties in the president's absence
- Participate as a vital part of the board leadership
- Advise, direct, and lead the chair of all standing committees

### Board Secretary Job Description

- Attend all board meetings
- Serve on the executive board
- Maintain all board records and ensure their accuracy and safety
- Review board minutes
- Assume responsibilities of the president in the absence of the president, vice president, and treasurer
- Provide notice of meetings of the board and/or of a committee when such notice is required

### Board Treasurer Job Description

- Maintain knowledge of the association and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Serve as financial officer of the organization and as chairperson of the finance committee.
- Manage the board's review of and action related to the board's financial responsibilities.
- Work with the executive board to ensure that appropriate financial reports are made available to the board and the association members on a timely basis.
- Interact with closing offices and real-estate agents regarding matters of annual dues payments made or pending on properties for-sale.
- Mail out statements for BAH annual dues each March. Collect and track payment of dues by each lot owner. Notify board of any delinquent accounts.
- Prepare the annual budget and present the budget to the membership for approval.
- Prepare annual federal tax return by March 30<sup>th</sup> of each year.
- Review the annual audit and answers board members' questions about the audit.

## BEL-AIR HEIGHTS HOMEOWNERS ASSOCIATION ORGANIZATIONAL CHART

### Welcome and Social Committee

- Reports to the Board of Directors and consist of at least two homeowners
- Develops, assembles and delivers the “Welcome Packet” to new residents consisting of helpful information (best shopping values, restaurants, etc.), copies of governing documents, by-laws, association directory, trash pickup schedules, board and homeowner meeting dates, a list of board members and committee members with phone numbers and other information the resident should know or have readily available.
- Plan, prepare, and coordinate annual events that strengthen the neighborhood and community (Annual garage sale, block party, etc).
- The Committee meets as often as reasonable and necessary.

### Communication and Website Committee

- Reports to the Board of Directors and consists of at least two homeowners
- Develop and maintain the BAH website and Facebook group
- Develop and maintain the association directory and homeowner handbook
- Provide and update neighborhood information on the website and through annual newsletters
- In times of tragedy provide encouragement, support, and care for homeowners and their families
- The Committee meets as often as reasonable and necessary.

### Neighborhood Watch Committee

- Reports to the Board of Directors and consist of at least two homeowners
- Develop safety procedures, crime prevention and awareness programs for the benefit of the community.
- Remain in regular contact with local authorities and stay informed of potential criminal situations and relative issues in the area.
- Communicate concerns to the HOA and/or Board of Directors as appropriate.
- Coordinate with the Welcome and Social Committee to provide Neighborhood Watch information whenever possible in conjunction with social events of the association.
- The Committee meets as often as reasonable and necessary.

## BEL-AIR HEIGHTS HOMEOWNERS ASSOCIATION ORGANIZATIONAL CHART

### Nominations Committee

- Reports to the Board of Directors and consist of at least two homeowners
- Identifies and recruits candidates for the Board of Directors prior to the annual election and prepare a list of nominees for the vacant Board positions in the election.
- Identifies and recruits block representatives
- Arranges for publication of information about the election in the newsletter and inclusion of candidate statements in the newsletter
- The Committee meets as often as reasonable and necessary.

## BEL-AIR HEIGHTS HOMEOWNERS ASSOCIATION ORGANIZATIONAL CHART

### Potential Committees...

**Budget and Finance Committee** - The Finance Committee is chaired by the Treasurer of the HOA Board and is responsible for supporting the Treasurer in all HOA financial and bookkeeping activities.

- Reports to the Board of Directors and consist of at least two homeowners
- Ensure that dues assessments by the Association are reasonable and necessary and that expenditures by the Association are prudent and appropriate.
- Develops and makes recommendations for an annual Association budget, monitor spending by the Association during the course of the year, and from time to time make recommendations about other budgetary and financial matters as appropriate.
- Receives budgetary recommendations from various other committees of the Association, determines the feasibility of the other committees' recommended budgets, and considers such budgetary recommendations in formulating recommendations for the Association's annual budget.
- Presents the annual budget to the Board of Directors for approval.
- The Committee meets at least quarterly or more often as is reasonable and appropriate.
- The Committee is made up of a chair and other members who are appointed by the Board. The Committee chair attends meetings of the Board for the purpose of reporting on the Committee's activities and recommendations.

**Landscape and Beautification Committee** - The Landscape and Beautification Committee works to ensure the beauty of our community's six monuments. Committee members are not required to maintain the common areas themselves but are responsible making sure that whatever work is required is defined and completed in an efficient and satisfactory manner.

- Reports to the Board of Directors and consist of at least two homeowners
- Oversee the maintenance, upkeep, and improvement of the entrance monuments
- Manage and supervise the contract landscaper responsible for maintenance of common areas

Types of committees Information –

There are two types of committees: **Fixed and ad hoc**. **Fixed committees** are usually an extension of the Board that address an ongoing area. **Ad hoc committees** are formed to address a specific event or issue, such as a summer BBQ, Christmas party, annual budget research, by-law review committee, etc. When the task has been accomplished, the ad hoc committee terminates. These committees also help the HOA Board achieve more than they could on their own.