



SW Board & Committee Duties

OFFICERS:

PRESIDENT: Runs all meetings; appoints and oversees committees; picks up mail at Post Office. Reports to the Board of Directors.

- Agenda for Meetings
- Key to the SWHOA Storage Unit
- Welcome's new neighbors and provides them a copy of the current newsletter &

covenants.

VICE-PRESIDENT: Coordinates the activities of the ARC & Compliance Committee

- Accepts all ARC Applications and Construction Deposits and Fees. (Forwards these fees to the Treasurer to be deposited)
- Key to the SWHOA Storage Unit

TREASURER: Handles all monetary aspects of the Association

- Pay & Record monthly bills
- Balance General and Damage Deposit Accounts
- Collect & Input Yearly Association Dues in roster.
- Maintain an accurate roster and map of residents and lot owners.
- Sends out the correspondence for past due assessment fees / Record /Cancel Liens
- End of the year Expense Report (Coordinates with the Secretary to create the New Yearly Budget)
- Returns the Deposit Fee to applicants, upon ARC's approval.
- Complete 1120- H Tax Form

SECRETARY: Handles all correspondence for the Association and takes minutes at the Association meetings.

- Is CC'd on all incoming email correspondence
- Works with the President on the Meeting Agenda
- Emails all correspondence to the Board & Committees relating to meetings, current event and resident's issues.
- Creates & Disperses the SW Newsletter 6 times a year.
- Works with the Treasurer to maintain roster and create New Yearly Budget.

COMMITTIES

ARC: Handles the administration of the design guidelines and reviews all applications for construction & modifications. Reports to the Vice President.

- Provides applicants with:
 - Letter regarding the status of their application, including a list of "Construction Guidelines"
 - A copy of the Covenants
 - 2 sets of stamped plans to bring to the Parish for Permits
 - A Signature page stating that applicant received the above – mentioned forms
 - Maintains copies of this correspondence for the ARC Archives.

COMPLIANCE: Makes sure all restrictions are being followed and enforced. Works with the ARC committee. Reports to the Vice-President.

- Oversees the duties of the Property Manager.
- Maintains the Association's Archive Folder's (copies of the SWHOA correspondence)

PROPERTY MANAGER: (Outsourced) Monitors the community for any Covenant Violations. Reports to the Compliance Committee.

- Sends out all correspondence regarding Covenant Violations.
- Record / Cancellation/ Notarize Liens

LEGAL MEDIATOR:

- Works with the SWHOA to oversee meetings and facilitate any legal matters, settlement and suits that are performed by the SWHOA Attorney. Reports to the President.
- Mediator for all SW meetings

LANDSCAPING: Handles the upkeep of all landscaping, irrigation, fencing, and general maintenance in common areas and entrances. Reports to the President.

- Supplies the SWHOA Board with Bids & Proposals. Upon approval, hires and oversees landscaping and grass work to be done.

ENTERTAINMENT: Coordinates all parties and community activities. Reports to the President.

Street Captains & Senators: Works with the residents on their streets to coordinate any problems or activities that are of importance to the street on which they live. Reports to the President.

- Welcome's new neighbors and give copy of newsletter & covenants.

BEAUTIFICATION COMMITTEE:

- Handles the seasonal decorations at the front entrance. (Christmas, Fall, Easter, etc)
- Changes the seasonal pole flags at front entrance.
- Oversees The Garden of the Month. Judging, Sign placement, and provides the Secretary with a photo to be placed in the newsletter and website.

WEBMASTER: Handles all entries and updates to the website. Downloads the newsletter, Forms, applications, photos of SWHOA events and the like. Reports to the President.

Revised 7/10/09