

Holiday Park Homeowners Association Management

Appointed Management Roles – 2010

(Duties specified in By-Laws Article XI Section 8. posted on www.hpha.org)

HPHA President

(Approximately 5 hrs/week with a Property Manager 10-12 hrs/week)

The President should – in conjunction with the Board - set the direction and policies for Holiday Park. The President should also work to insure that the Board functions effectively and smoothly for the benefit of Holiday Park. Secondly the President should be highly visible and engaged in the activities of Holiday Park.

Leadership Role

Administrative:

- Monthly Board Meetings: plan, set agenda
- Provide input in preparation of HPHA's annual budget, proxy, announcements
- Organize annual meeting
- Solicit new circle reps/Board members
- File Liens, attend court hearings
- Provide direction and coordinate with Property Manager and meet as needed.

Planning / Special Projects:

- Develop and lead any new process, new initiative, and new policy
- Special projects - lead dues increase, capital improvements, Shelton School issues, Long Range Plan, Five Year Plans, drainage problems
- Develop HPHA strategy / future

Public Relations Role

Communication / External affairs / Events:

- Maintain relationship with police, NDNA, City of Dallas, surrounding HOAs & VIP
- Attend District 12 President's meetings
- Greet new residents
- Events: attend and be visible at Concerts/Pot Lucks, Park Fix Up Day, parties

HPHA Treasurer

(Approximately 10 hours/month)

- Interface/reconcile with Bookkeeping resource on closings, statements, discrepancies
- Interface/reconcile with Signature Bank on deposits, discrepancies, charge-backs, etc
- Collect and pay approved bills.
- Manage (write/mail checks weekly in summer) payroll with Pool Manager.
- Review financial status with auditor
- Manage quarterly closings, production of financial statements.
- Develop annual and 5-year budgets with President.
- Provide monthly updates prior to Board Meetings
- Handle all US and TX government tax affairs, FICA, etc
- Pay, retain insurance documentation.
- Financial records retention

(Detailed HPHA Treasurer Handbook currently with Dave Santucci)

HPHA Secretary

(Approximately 2-4 hrs/month)

- Take meeting minutes. Distribute and post on website.
- Assist with archives.
- Support President/Board as needed
- Non-financial records/archives retention.

HPHA Pool Chair

(Approximately 2 hrs/month summer)

- Hire/train/supervise pool attendants during swim season: May-October
- Coordinate payroll with Treasurer.
- Identify and Chair Pool Committee. Meet as needed. Train back-up person to fill-in during vacation.

HPHA Pool Maintenance Manager

(Approximately 8 hrs/week summer, 2 hrs/week off-season.)*

- Maintain pool to safety standards and city code and certifications
- Take annual City Certification course.
- Supervise/manage off-season maintenance and employees.
- Update Pool rules and documents annually and copy/distribute
- Interface to pool repair/maintenance services, as needed.
- Manage/collect Release of Liability forms. Keep on file at pool.
- Transact replacement Pool Keys; \$25. Turn over Checks to Treasurer.
- Manage Pool Party requests/scheduling of extra attendants/collect deposit and signed disclaimer agreement. Unlock kitchen if necessary. Monitor clean-up.
- Coordinate Lock/Unlocking of pool daily, in conjunction with other volunteers.
- Lead Pool issue resolution.

* To be transitioned to Property Manager, July 2010, or Volunteer Oct 2010

HPHA Architectural Control Chair

(Approximately 4 hrs/month)

Architectural Control Monitor:

Chair consistently monitors HPHA homeowner and community property. Work with HPHA Board/AC group to enforce AC Requirements and Restriction per process below.

Architectural Approval Monitor:

Chair functions as contact point person for homeowner submissions for AC approval on renovations (fences, remodeling, etc). If necessary, Chair assists homeowner in preparing drawing/submission. Chair brings submission to Board for approval. Chair follows up/reviews implementation to verify adherence to submission.

HPHA ACC Process (since March 2009)

- **Once Per Month:** Chair walks HPHA streets and common areas – makes list of AC issues, submit to AC group or Board via email.
- **Within 1 week:** AC group/Board reviews and decides what action to take on issues and sends action items to AC Volunteer and appropriate Circle Reps.

- **Immediately:** Chair puts hard copy of letter in violator's mail box and copy in Circle Rep mail box. AC Chair sends email to AC group and Circle rep to verify letters have been delivered.
- **Within 2 weeks (or requested completion of violation correction):** Chair emails AC group and Circle Rep with updated status.

If no progress, next steps determined by AC group/Board:

If appropriate, contact City code violations or take other appropriate action.

Curent AC Code Group (as of June 2010):

Matt Bach, Donna Buschardt

HPHA Declaration of Covenants & Restrictions:

Article VII, Section 7_Buildings, fences, mailboxes, driveways, and other_structures, shall be maintained in good order and repair and_free of debris including, but not limited to seeding or_sodding, watering and mowing of all lawns, the pruning and_cutting of all trees and shrubbery and the painting or other_appropriate external care of all buildings and other_improvements, all in a manner and with such frequency as is_consistent with good property management.

HPHA Communications Chair/Flyers&Docs

(Approximately 2 hours/month)

- Create/copy/distribute park information per Board or Chair requests:
 - Routine documents/seasonal:
 - Annual meeting Ballots, proxies
 - Pool Documents: Letter, Rules, Release of Liability
 - Homeowner Expectations Flyer/FAQs
 - Welcome Packet: with directory and all docs for new homeowners
 - Park Fix Up Day, 2 times per year
 - As needed:
 - Crime updates/policies/maintenance reminders
 - Event flyers (July 4th, Concert/Pot Luck, etc)
- Copy all flyers to webmaster for posting on www.hpha.org
- Proof/contribute to Holler newsletter with editor

**Holiday Park Homeowners Association Management
Elected Management Roles – 2010**

HPHA Circle Representative/Director

(based on By-Laws Article VI, posted on www.hpha.org)

Article VI: Meetings of Directors

Section 1. Regular Meetings.

Regular meetings of the Board of Directors shall be held monthly without notice, at such place and hour as may be fixed from time to time by resolution of the Board (1st Tuesday of the month, 7pm). Should said meeting fall upon a legal holiday, then that meeting shall be held at the saline time on the next day which is not a legal holiday.

Section 2. Special Meetings.

Special meetings of the board of directors shall be held when called by the president of the Association, or by any two directors, after not less than three (3) days written notice delivered to each director.

Article VIII: Powers and Duties of the Board of Directors

Section 1. Powers. Subject to the provisions of Section 3 of this Article VIII, the board of directors shall have power to:

- (a) adopt and publish rules and regulations governing the use of the Common Properties and facilities, and the personal conduct of the Members and their guests thereon, and to establish penalties for the infraction thereof;
- (b) exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these By-Laws, the Articles, or the Declaration;
- (c) declare the position of a Member of the board of directors to be vacant in the event such Member shall be absent from three (3) consecutive regular meetings of the Board of Directors; and
- (d) employ a manager, an independent contractor, or such other employees as they deem necessary, and to prescribe their duties.

Section 2. Duties. It shall be the duty of the board of directors to:

- (a) cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the Members at the annual meeting of the Members or at any special meeting, when such statement is requested in writing by one-fourth (1/4) of the Class A Members who are entitled to vote;
- (b) supervise all officers, agents and employees of this Association, and to see that their duties are properly performed;
- (c) as more fully provided herein, and in the Declaration, to:
 - (i) fix the amount of the annual assessment against each Lot in advance of each annual assessment period, as provided in Article V of the Declaration, and
 - (ii) send written notice of each assessment to every Owner subject thereto at least thirty (30) days in advance of each annual assessment period;
- (d) issue, or to cause an appropriate officer to issue upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment
- (e) procure and maintain adequate liability and hazard insurance on property owned by the Association;
- (f) cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate; and
- (g) cause the Common Properties to be maintained (except as otherwise provided in the Declaration).
- (h) Supervise the making of capital improvements, as defined in Section 3 of this Article VIII, to insure that the said capital improvements are made in accordance with the design specifications, and location thereof as approved by the members, and approve and accept by formal action completion of such capital improvements after inspection thereof.

Other Circle Representative Expectations:

Serve as Liaison and communication link between Park Board and homeowners on your Circle.

- Be visible and proactive about getting to know everyone on your circle. At a minimum, meet everyone on your circle, even the off-site landlords, if possible. Let your residents know that you are their connection with Holiday Park's Board of Director.
- Host at least one monthly Board meeting and invite your neighbors to attend the meeting.

- Distribute Park flyers and newsletters on a timely basis. During membership voting (usually annual), distribute ballots and collect proxies on a timely basis.
- Solicit comments or suggestions from your residents regarding the Park or HPHA administration.
- Disseminate information to the Board and the other residents of your circle regarding crime that occurs in the Park or on your Circle.
- Identify an appropriate replacement from your Circle when your term is complete.