

Hartford Lakes Homeowner Association Officers and Committee Chairs Roles & Responsibilities

Disclaimer: This is NOT a legal document and is provided solely for the purpose of generating ideas about the roles and responsibilities of the Board of Directors, the Officers and Committees. References to actual governing documents may not be up-to-date and should not be relied upon for use in managing the Association.

Role of the Association

ARTICLES OF INCORPORATION OF HARTFORD LAKES HOMEOWNERS ASSOCIATION, INC. ARTICLE IV, PURPOSE AND POWERS OF THE ASSOCIATION

This Association does not contemplate pecuniary gain or profit to the members thereof, and the specific purposes for which it is formed are to provide for maintenance, preservation and architectural control of the residence Lots and Common Area within that certain tract of property described in the Declaration of Covenants, Conditions, Restrictions and Easements for Hartford Lakes as the same are recorded in the Superior Court Records, Cobb County, Georgia, and to promote the health, safety and welfare of the residents within the above described property and any additions thereto as may hereafter be brought within the jurisdiction of this Association

Officers

President

BY-LAWS OF Hartford Lakes HOMEOWNERS ASSOCIATION, INC. ARTICLE VIII

Section 8. Duties The duties of the officers are as follows:

(a) The President shall preside at all meetings of the Board of Directors and the Association; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, and deeds.

Other Duties:

- Should have or develop a basic understanding of Robert's Rules of Order.
- Develop the Board's overall agenda for the year with input from other Board members and homeowners alike.
- Provide meeting agendas to attendees in advance of meetings to ensure efficient use of time and organized Board and Homeowner meetings
- Lead meetings in a way that seeks to achieve consensus among attendees.
- Oversees all activities related to the management and governing of the Association to ensure critical tasks are completed within the boundaries of the governing documents

Vice President

BY-LAWS OF Hartford Lakes HOMEOWNERS ASSOCIATION, INC.

ARTICLE VIII

Section 8. Duties The duties of the officers are as follows:

(b) The Vice-President shall act in the place and stead of the President in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board.

Other Duties:

Secretary

BY-LAWS OF Hartford Lakes HOMEOWNERS ASSOCIATION, INC.

ARTICLE VIII

Section 8. Duties The duties of the officers are as follows:

(c) The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notices of meetings of the Board and of the members; keep appropriate current records showing the members of the Association together with their addresses, and shall perform such other duties as required by the Board.

Other Duties:

- Record minutes of meetings and ensure minutes are reviewed, approved and filed.
- Prepare Annual Membership meeting notices and ensures timely delivery.
- Maintain records of the Association in a safe and organized fashion.
- File annual report with the Secretary of State of Georgia.
- Ensure Board member contact information is kept up-to-date with attorney.
- Prepare and issue annual meeting notice and proxy and ensure timely delivery. *

* Preparation and mailing of annual meeting notice and proxy may be done by anyone with the ability and the computer software to produce notices providing the process is overseen by the Secretary.

Officers

Treasurer

BY-LAWS OF Hartford Lakes HOMEOWNERS ASSOCIATION, INC.

ARTICLE VIII

Section 8. Duties The duties of the officers are as follows:

(d) The Treasurer shall receive and deposit in appropriate bank or other financial accounts all monies of the Association and shall disburse funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association and keep proper books of account.

Other Duties:

- Serve as the Chair of the Finance Committee.
- Maintain proper accounting of Association financial records.
- Provide closing statements for home sales.
- Prepare assessment invoices and ensure timely delivery. *
- Receive payments and makes deposits.
- Issue and record all payments.

* Preparation and mailing of invoices may be done by anyone with the ability and the computer software to produce invoices providing the process is overseen by the Treasurer. The current strategy has been to combine a Microsoft Word document with the Association membership roster, which is stored in Microsoft Excel, and create a mail merge document which is taken to a UPS store for printing and stuffing into envelopes together with a self addressed envelope addressed to the Association.

Committees (required by governing documents)

BY-LAWS OF Hartford Lakes HOMEOWNERS ASSOCIATION, INC.

ARTICLE IX

COMMITTEES

The Association shall appoint an Architectural Control Committee, as provided in the Declaration, and a Nominating Committee, as provided in these By-Laws. In addition, the Board of Directors shall appoint other committees as deemed appropriate in carrying out its purpose.

Committees (required by governing documents)

Architectural Control Committee

AMENDED AND RESTATED DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR HARTFORD LAKES SUBDIVISION

ARTICLE V

ARCHITECTURAL CONTROL

Section 1. Architectural Control Committee - Creation and Composition. An Architectural Control Committee (the "ACC") shall be established consisting of five (5) individuals to be appointed by the Board of Directors, of which any three (3) are active at any given time.

Section 2. Purpose, Powers and Duties of the ACC. The purpose of the ACC is to review and approve any proposed installation, construction or alteration of any Structure on any Lot, and/or any other alteration of the exterior of any Lot or home on a Lot, landscaping, grading, or any other exterior improvement or portion of a Lot. All plans shall be submitted to the ACC for approval (a) as to whether the proposed installation, construction or alteration is in conformity and harmony of external design and general quality with the existing standards of the neighborhood and with the standards of the Development, and (b) as to the location of Structures with respect to topography, finished ground elevation and surrounding Structures. To the extent necessary to carry out such purpose, the ACC shall have all of the powers and duties to do each and every thing necessary, suitable, convenient or proper for, or in connection with, or incidental to, the accomplishment of such purpose, including, without being limited to, the power and duty to approve or disapprove plans and specifications for any installation, construction or alteration of any Structure on any Lot. This Article shall not apply to initial construction of a dwelling or related improvements on a Lot by Declarant.

NOTE: Contrary to common belief, the ACC is NOT responsible for enforcement of the Covenants and Restrictions and has no enforcement authority. Enforcement of Covenants and Restrictions is the responsibility of the Board of Directors and only the Board of Directors has enforcement authority. All notices of violation must be processed by the Board of Directors and signed by an officer of the Association.

Committees (required by governing documents)

Nominating Committee

BY-LAWS OF Hartford Lakes HOMEOWNERS ASSOCIATION, INC.

ARTICLE V

NOMINATION AND ELECTION OF DIRECTORS

Section 1. Nomination

*Nomination for election to the Board of Directors shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a **Chairman, who shall be a member of the Board** of Directors, and two or more members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the members, to serve from the close of such annual meeting until the close of the next annual meeting and such appointment shall be announced at each annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. No person will be eligible to be nominated for or elected to the Board if he is found to be delinquent in dues or any other charges owed to the Association.*

Other Committees: (not required by governing documents)

Other Committees, although not required by the Association's governing documents, are of significant value to the Association and can help reduce the burden on the Board of Directors. Volunteers on these committees can and do:

- Provide services that would otherwise cost the Association money to purchase.
- Reduce costs by obtaining multiple competitive bids from contractors.
- Serve as Ambassadors of the Board to the neighborhood.

Other Committees: (not required by governing documents)

Internet Committee

Webmaster - Maintain and update neighborhood web site.

Yahoo Group Moderator - Add new members to the neighborhood Yahoo Group upon request.

Other Committees: (not required by governing documents)

Landscape Committee

Maintaining the landscaping of the common areas is the largest single annual expense incurred by the Association, it is also our most visible asset. This committee can greatly enhance the overall appearance of the neighborhood and save the Association money at the same time by organizing volunteers to help clean-up common areas.

Newsletter Committee

Keeping the neighborhood informed about Association and Board activities is important. In the past, newsletters have been used to distribution information. More recently, the neighborhood web site has been used to record all Board and Homeowner meeting minutes and to provide much more organizational information than could ever be incorporated into a single newsletter.

Pool Committee

This committee helps to provide for the needs of the pool, the pool deck, and the pool house and works with the pool service contractor to ensure services are delivered according to the contract in force.

Social Committee

The Social Committee is the most transient committee of all, unlike most other committees; there are no fixed or constant requirements and members typically vary from event to event.

Tennis Committee

This committee is responsible for the care and upkeep of the tennis courts.

Welcome Committee

Of all of the optional committees, this one can serves one of the most important needs and that is to ensure all new homeowners receive a printed copy of the governing documents. In addition to making new homeowners feel welcome, the Welcome Committee can encourage new homeowners to become involved in the community.