

EPGCHA Board Job Duties and Responsibility Chart

Board Position	Primary Duties & Responsibilities	Associated Duties & Responsibilities	Coordinates With:
President	<p>Establishes and Oversees Goals & Objectives for the Board</p> <p>Official Spokesperson for the EPGCHA</p> <ul style="list-style-type: none"> • Sole Liaison with Association Attorneys • Primary Liaison with DRC & Fieldstone <p>Facilitates all EPGCHA Board Meetings</p> <p>Acts as Compliance Officer</p> <ul style="list-style-type: none"> • Reviews all Site Visits • Authorizes Courtesy Notices, Violation Notices, & Fines 	<p>Approves Expense Reimbursements</p> <p>Co-Signs Contracts with Secretary</p> <p>Check Signing for Reserve Account</p> <p>Serves as the Board Expert regarding the CWS & CC&Rs</p>	<p>All Board Members</p> <p>Fieldstone Management</p> <p>Attorneys</p> <p>Declarant, Builders, Realtors</p> <p>Board-Appointed Committees</p>
Secretary	<p>Takes minutes at Board Meetings and Annual Meeting</p> <p>Co-Signs Contracts with President</p>	<p>Board Leader in Absence of President</p> <p>Maintains Excellent Working Knowledge of the CC&Rs</p>	<p>All Board Members</p> <p>Fieldstone Management</p> <p>Board-Appointed Committees</p>
Treasurer	<p>Maintains the Budget</p> <ul style="list-style-type: none"> • Monitors all financial reports • Assists with annual budget creation • Monitors Reserve Fund balance and activities • Monitors Collection Efforts <p>Coordinates Association Insurance Requirements</p>	<p>Board Leader in Absence of President & Secretary</p> <p>Approves Expense Reimbursements</p> <p>Check Signing for Reserve Account</p> <p>Maintains Excellent Working Knowledge of the CC&Rs</p>	<p>All Board Members</p> <p>Fieldstone Management</p> <p>Board-Appointed Committees</p>
Director Landscape & Maintenance	<p>Coordinates All Common Area Maintenance & Repairs</p> <ul style="list-style-type: none"> • Ensures Consistent, Cost-Effective Community Maintenance <p>Coordinates with the City for Area Projects</p>	<p>Maintains Excellent Working Knowledge of the CC&Rs</p> <p>Assists with Interviews and Hiring of contractors</p>	<p>All Board Members</p> <p>Fieldstone Management</p> <p>Landscape & Maintenance Contractors</p> <p>Board-Appointed Committees</p>
Director Communications & Community Relations	<p>Communications</p> <ul style="list-style-type: none"> • Prepares Quarterly Newsletters, Announcements & Flyers <p>Community Relations</p> <ul style="list-style-type: none"> • Coordinates New Owner "Meet & Greets" • Coordinates Community Involvement Efforts • Works with Homeowners to Address HOA Issues 	<p>Maintains Good Working Knowledge of the CC&Rs</p> <p>Newsletter Contributor</p>	<p>Board President</p> <p>Fieldstone Management</p> <p>Board-Appointed Committees</p>
Directors At Large (2)	<p>Assist all directors with projects and Board business</p>	<p>Maintains Good Working Knowledge of the CC&Rs</p>	<p>Board President</p> <p>Fieldstone Management</p> <p>Services Board</p> <p>Appointed Committees</p>

EPGCHA Contractor Descriptions & Duties Chart

Contracted Service	Primary Duties & Responsibilities	Coordinates With:
Attorneys Kevin Harker & Bruce Lepore Harker & Lepore LLC	Legal Advice and Representation as Required Assure EPGCHA Compliance with State and National HOA Laws & Regulations Assure EPGCHA Compliance with EPGCHA CC&Rs, By-Laws, and Board Regulations Provide Board Training Programs as Appropriate	Board President Fieldstone Management
Insurance Barbara DeForest <i>American Family Insurance</i>	Insurance Coverage <ul style="list-style-type: none"> • Liability Building & Business Insurance • Fidelity Bond • Directors/Officers Insurance 	Fieldstone Management
Management & CC&R Administration Taryn Nugent <i>Fieldstone Management</i>	Provides Management Services to EPGCHA Prepares and Presents Contracted Reports to the Board based on contracted timelines Administrative Support to the Modification Committee <ul style="list-style-type: none"> • Processes all incoming modification request applications • Creates weekly Modification Committee Agenda Acts as the HOA's Representative on the Design Review Committee CC&R Compliance <ul style="list-style-type: none"> • Administers the CC&R Violation Process • Bi-monthly Tours the EPGC to Check CC&R Compliance • Monthly Tours the Golf Course to ensure CC&R Compliance of Golf Course Adjacent Lots • Communicates with Board by phone & e-mail • Assures the EPGCHA Adheres to Applicable Laws, Regulations, CC&Rs, By-Laws, and Board Regulations Provides Community Properties <ul style="list-style-type: none"> • Provides Board with New Property Owner Information Insures Consistent Board Practices, Policies & Procedures <ul style="list-style-type: none"> • Develops & Maintains all Board Documents & Procedures • Provide Board Training Program • Maintains Website • Coordinates with President to Respond to Complaints and Concerns of Residents • Coordinates with all Board Members as Necessary • Maintains the Official Records for the Association • Maintains an Accurate Listing of all Home and Landowners • Sends New Resident Information to Community Relations Board Member Annual Meeting <ul style="list-style-type: none"> • Oversees the Board Election Process • Writing, printing, and mailing of annual meeting documents • Reservation of venue for annual meeting Informational Bulletin Writer	All Board Members as-needed Board-Appointed Committees Attorneys Landscape Contractor Maintenance Contractors Insurance Agent Developers, Builders Modification Committee Design Review Committee City of Eagle Point Golf Course
Accounting Services Julie Vizina <i>Fieldstone Management</i>	Provides Bookkeeping and Accounting Services Which Adhere to Legal and Professional Standards <ul style="list-style-type: none"> • Maintains all Financial information of Association • Bills and Collects Residential Association Dues • Pays Bills and Invoices and Prepares Checks • Works with Treasurer to Arrange the Annual Required Audit Assists with Preparing the Budget with the Treasurer	All Board Members as Needed Board Treasurer Board-Appointed Committees