

BOARD OF DIRECTORS DUTIES & RESPONSIBILITIES

The Declaration:

“Declarant has deemed it desirable for the preservation of the value and desirability of the real property in the community to subject the real property in the community to the following covenants, conditions, restrictions and easements, including liens for assessments, and to create a non-profit corporation to which will be transferred the Common Property of the community and to which will be delegated the power and authority to maintain and administer the Common Property and enforce the covenants and restrictions and promote the health, safety and welfare of the community.”

In addition to the responsibilities defined in Articles IV, V, and VI of the By-Laws of the McNary Estates HOA, qualifications, duties and responsibilities for each Director and for the Officers of the Board of Directors are defined as following:

GENERAL FOR ALL DIRECTORS:

- Possess a minimum High School Diploma.
- Be able to use a computer to send and receive email (including attachments), and have experience with Word Processing and Spreadsheet software such as Microsoft Word and Excel.
- Willing to communicate and distribute information to homeowners by creating and delivering flyers, letters or making phone calls as needed.
- Possess good interpersonal skills which enable effective and positive interaction with individuals' one on one and within a group.
- Be willing to donate **at minimum** two to six hours per month to HOA business.
- Be flexible and willing to work toward consensus in decisions made by the Board for the overall benefit of the HOA.
- Possess a thorough knowledge of the CC&R's and Architectural Review Manual to enable knowledgeable responses to questions regarding such.
- Be able to apply common sense in interpreting and applying the policies and regulations as they appear in the CC&R's, Architectural Manual, and Rules of Enforcement.
- Possess basic accounting and financial skills so as to be able to read and interpret financial reports.
- Assist in the development of the annual HOA budget.
- Assist other HOA Committees as needed.
- Proactively contacts homeowners to notify of potential risks.
- Makes themselves available to respond and try to resolve neighbor to neighbor complaints as it may relate to violations of the CC&R's or the ARCH manual.
- Enforces the CC&R's and ARCH Manual regulations by: observing and responding to reports of violations within the HOA via phone, email, written correspondence and face to face meetings up to and including the issuance of citations with financial ramifications to a homeowner.
- Is willing to issue verbal and written warnings and citations as needed for violations of the CC&R's and Architectural Manual.

- Attends monthly meetings and any special meetings deemed necessary by the Board.
- Provides edits to meeting minutes and special Board meetings as necessary.
- Be willing and able to interact with residents in an effective and positive manner concerning neighborhood issues and concerns.
- Be willing to interact in an effective and positive manner with the Board of Directors and General Manager of the McNary Golf Club in order to promote a mutually beneficial cooperative relationship between the two organizations.

OFFICERS OF THE BOARD OF DIRECTORS

In addition to the duties and responsibilities outlined in Article VI of the By-Laws of the McNary Estates Homeowners' Association, and in addition to the general qualifications listed above, the elected Officers of the Board of Directors shall have the following duties and responsibilities:

Board President:

- Work directly with the General Manager to:
 - Handle unexpected issues and concerns, and to solve day to day problems as needed.
 - Bring all issues to the full Board at each monthly meeting for discussion and/or resolution.
 - Annually update the HOA Reserve Study.
 - Insure that all official correspondence to and from the Board and all legal documents are kept well organized and in a safe and secure storage area.
- Review and finalize the draft minutes of each monthly Board meeting and the annual HOA meeting. This includes providing a reformatted and if necessary edited version of these minutes for publishing in the McNary Estates Newsletter and on the McNary Estates Web Site by the 10th day of each month.
- Facilitate monthly Board meetings; creating the agenda and emailing Board members.
- Serve as the primary point of contact with the designated Attorney for the McNary Estates HOA.
- Create and serve as sole signatory on any official correspondence from the HOA to members, contractors, and other private or government agencies.
- Call Special Meetings of the Board or members of the HOA as deemed necessary.
- Respond as appropriate to homeowner concerns and bring those concerns to the full Board.

Vice President:

- The primary duty and responsibility of the Vice President is to be able and willing to assume all of the duties and responsibilities of the Board President during his/her absence or incapacitation.
- In order to fully assume the duties and responsibilities of the Board President, shall have co-signature authority on all promissory notes, checks and contracts as the Board may approve from time to time.

- Serve as the primary point of contact between the Board of Directors of McNary Estates HOA and the Board of Directors of McNary Golf Club.

Secretary/Treasurer:

- Serve as the primary point of contact between the Board of Directors and the Finance Committee.
- Call meetings of the Finance Committee at the direction of the Board or as deemed necessary.
- Shall advise the Board on availability of monies to fund projects unanticipated at the time the approved annual HOA budget was prepared.
- Serve as Co-signer of all orders and resolutions adopted by the Board.