

REMINGTON PARK HOA
Board Membership Responsibilities

OFFICERS

President

The President shall have general supervision, direction, and control of the business and officers of the Corporation; shall have the general powers and duties of management usually vested in the office of the President of a corporation; shall have such powers and duties as may be prescribed by the Board of Directors or the Bylaws; and shall be *ex officio* a member of all standing committees. In addition, the President shall preside at all meetings of the Members of the Board of Directors. After the President has served his or her term of office, that person shall serve as Past President of the Association for one additional year

Vice President

The Vice President shall have such powers and perform such duties as from time to time may be prescribed by the Bylaws, the Board of Directors, or the President. In the absence or disability of the President, the Vice President shall perform duties of the President. While so acting, the Vice President shall have the powers of, and be subject to all the restrictions on, the President. The Vice President subject to the approval of the Association shall be the presumptive President Elect for the year following the current President's term.

Secretary

The Secretary shall be custodian of the minutes of the Corporation's meetings, its Corporate Record Book, and its other records. The Secretary shall, in general, perform all duties incident to the office of the Secretary, and such other duties as from time to time may be required of the Bylaws.

Treasurer

The Treasurer shall have charge and custody of and be responsible for, all funds and securities of the Corporation; receive, and give receipt for, monies due and payable to the Corporation; disburse or cause to be disbursed the funds of the Corporation; The Treasurer shall, in general, perform all duties incident to the office of the Treasurer, and such other duties as from time to time may be required of the Bylaws.

STANDING COMMITTEE CHAIRPERSONS

Pool Maintenance Committee

It shall be the responsibility of this committee to develop and present the annual pool maintenance budget to the Board for review and approval, negotiate maintenance and repair contracts with contractors, establish and enforce pool rules and regulations to ensure that the pool area is properly cleaned and maintained. This committee shall also prepare a report of its activities for presentation to the board at its regularly scheduled meetings, for inclusion in the Newsletter and for presentation to all Association members at the annual meeting.

Ground Maintenance Committee

It shall be the responsibility of this committee to develop and present the annual grounds maintenance budget to the Board for review and approval. This budget will include all common area, excluding the

pool, but including the tennis court, the sports court, the jogging trails, playground equipment, the community lakes and other facilities owned by the Association. This committee shall also negotiate maintenance and repair contracts with contractors, including but not limited to lawn, shrub, and tree maintenance, seasonal plantings and decorations, irrigation systems, lighting and signage, and pest insect and litter control. This committee shall also prepare a report of its activities for presentation to the board at its regularly scheduled meetings, for inclusion in the Newsletter and for presentation to all Association members at the annual meeting.

Architectural Committee

It shall be the responsibility of this committee to monitor and enforce compliance of the deed restrictions established for the Development. This committee shall also establish and maintain a notification process for notifying Association members who are not in compliance with the deed restrictions, make recommendations to the Board on compliance issues, and take action to obtain compliance by Association members, as directed by the Board. This committee shall also prepare a report of its activities for presentation to the board at its regularly scheduled meetings, for inclusion in the Newsletter and for presentation to all Association members at the annual meeting.

City Services Committee

It shall be the responsibility of this committee to monitor activities of the City of Colleyville and other regional governmental entities, which enact laws, ordinances, and other regulations affecting the Development or the Association. The committee shall take the lead in interacting with city staff and elected officials with respect to issues affecting the Development and the Association. The committee will review the agenda of city council meetings and determine if Association representation is required to keep Association members informed on issues impacting the Development. This committee shall also prepare a report of its activities for presentation to the board at its regularly scheduled meetings, for inclusion in the Newsletter and for presentation to all Association members at the annual meeting.

Block Captain Committee

It shall be the responsibility of this committee to develop and present the annual committee budget to the Board for review and approval, to update and maintain the Association Resource Guide, to publish and distribute the Association Newsletter, to greet homeowners as soon as possible and provide them with the Association Resource Guide, and to canvass the Association to recruit potential committee members. This committee shall also prepare a report of its activities for presentation to the board at its regularly scheduled meetings, for inclusion in the Newsletter and for presentation to all Association members at the annual meeting.

Social Committee

It shall be the responsibility of this committee to develop and present the annual committee budget to the Board for review and approval and to plan, organize and implement social functions for the Association as directed by the Board. This committee shall also prepare a report of its activities for presentation to the board at its regularly scheduled meetings, for inclusion in the Newsletter and for presentation to all Association members at the annual meeting.

Nominating Committee

It shall be the responsibility of this committee to nominate candidates for Officers and Directors of the Association to be elected at the annual meeting.

SITTING BOARD MEMBERS

The Board of Directors reserves two (2) seats for Sitting Board Members for the purpose of maintaining a quorum. The Sitting Board Members shall take place in Board voting and assist in Committee activities as designated by the Board.