



# **Cedar Downs Homeowners Association**

## **Responsibilities of Officers, Committees, and Supporting Roles**

**The following responsibilities are shared by all Directors and Officers:**

- Strive to always represent and work for the best interests of our neighbors and our neighborhood.
- Review and be familiar with the CDHA governing documents (CC&Rs, Bylaws, and Rules) and work to uphold them to the best of our understanding and abilities.
- Fulfill roles and responsibilities set forth by the board.
- Attend and participate in all association meetings, including the Annual Meeting, special meetings and board meetings (excused absences excepted).
- Notify the board in advance if necessary to miss a meeting. If a board meeting is missed, contact another board member to catch up and find out if any new action items have been assigned.
- Represent the board in a positive manner to all CDHA members by addressing concerns, answering questions and seeking input. Be accessible to the homeowners.
- Participate in CDHA neighborhood events when possible.
- Recruit candidates for the next board and the committee chairs.
- Recruit and coordinate volunteers for CDHA events throughout the year.

**Note:** Items in **bold** are requirements of the specific office or position, while items in standard (non-bold) type may be shared or reassigned. *Blue italicized text designates requirements of CDHA governing documents and/or RCW Chapter 64.38.*

## **Board of Directors / Officers**

<b>President</b> (Cannot hold any other officer role)	<ul style="list-style-type: none"> <li>• <i>Facilitate and preside over all meetings of the Board of Directors and of the Association.</i></li> <li>• <b>Lead resolution of all CDHA matters, including legal issues.</b></li> <li>• <b>Assume ultimate responsibility that association tasks are completed.</b></li> <li>• <b>Answer any questions, address issues and ensure communication is taking place.</b></li> <li>• <b>Maintain Annual Management Calendar.</b></li> <li>• Act as community liaison for CDHA business with city and county governments, police, and other public agencies, as well as with neighboring HOAs with common interests.</li> <li>• Provide orientation and information to new board members.</li> <li>• With secretary, monitor CDHA email account.</li> <li>• Act as board liaison to Grief Network and Electronic Communications Manager.</li> </ul>
<b>Vice President</b>	<ul style="list-style-type: none"> <li>• <i>In the absence of the President, the VP shall perform the duties of the President.</i></li> <li>• <b>Provide backup and perform duties as requested by President.</b></li> <li>• <b>Serve as ACC Chair (see ACC Chair Responsibilities).</b></li> <li>• Act as board liaison to Park Key Keeper.</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• <i>Document meeting minutes, including resolutions passed and actions taken.</i></li> <li>• <i>Coordinate association correspondence, including CDHA meeting notices.</i></li> <li>• <b>Monitor CDHA email account, answer inquiries or direct to someone who can answer.</b></li> <li>• Monitor current homeowner email, address &amp; telephone list.               <ul style="list-style-type: none"> <li>○ Make sure the list is backed up.</li> <li>○ Publish and distribute new homeowner directory.</li> </ul> </li> <li>• Manage park pavilion reservations.</li> <li>• Act as board liaison to Welcome Committee.</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• <i>Prepare and publish CDHA annual budget and other financial statements.</i></li> <li>• <b>Monitor CDHA financial business.</b></li> <li>• <b>Report account balances and outstanding accounts receivable balances at monthly board meetings.</b></li> <li>• <b>Manage CDHA bank and investment accounts.</b></li> </ul>
<b>Facilities Director</b>	<ul style="list-style-type: none"> <li>• <b>Serve as Facilities Committee Chair (See Facilities Chair Responsibilities).</b></li> <li>• Act as point of contact and board liaison for CDHA annual events.</li> </ul>

# Committee Chairs

<p><b>Architectural Control Committee (ACC) Chair</b></p> <p>(Post held by Vice President)</p>	<ul style="list-style-type: none"> <li>• Uphold CC&amp;Rs and CDHA Rules with respect to all ACC related-issues.</li> <li>• Process homeowner-submitted ACC Change Requests in a timely manner.</li> <li>• Coordinate response to homeowner ACC-related complaints and questions.</li> <li>• Maintain records of all ACC-related homeowner communications.</li> <li>• Attend annual general membership meeting to report on committee activity for the year. Provide reports as needed at monthly board meetings.</li> <li>• Maintain CDHA Rules and update as necessary (with board approval).</li> </ul>
<p><b>Facilities Committee Chair</b></p> <p>(Post held by Facilities Director)</p>	<ul style="list-style-type: none"> <li>• Manage the maintenance and repair of all CDHA common grounds and facilities (park, lakefront, pavilion, picnic tables &amp; BBQs, fire pit, basketball court, entrance landscaping, watering system, electrical system and lights, islands and pocket park). <ul style="list-style-type: none"> <li>○ Solicit quotes for maintenance and repair of common grounds and facilities.</li> <li>○ Present quote and recommendation to board of directors for approval.</li> <li>○ Manage the vendors and contractors that provide facilities-related services to CDHA (landscapers, portable restroom, other maintenance and repair).</li> <li>○ Monitor the common grounds periodically for maintenance and/or repair needs.</li> <li>○ Respond to problems and/or homeowner inquiries regarding maintenance and repair of common grounds and facilities.</li> </ul> </li> <li>• Plan and coordinate the annual neighborhood volunteer cleanup and other volunteer maintenance or repair activities.</li> <li>• Arrange for the installation and removal of any holiday decorations in the HOA common areas.</li> <li>• Oversee entryway fish habitat.</li> <li>• Attend annual general membership meeting to report on committee activity for the year. Provide reports as needed at monthly board meetings.</li> </ul>
<p><b>Welcome Committee Chair</b></p>	<ul style="list-style-type: none"> <li>• Coordinate welcoming of new homeowners and new renters.</li> <li>• Ensure that new homeowners have received CDHA governing documents and other materials. Notify the Property Manager and/or Secretary if any materials are needed.</li> <li>• Support coordination of annual homeowner meeting, including contacting members to collect proxies and ask for board nominations; oversee set up of refreshments at annual meeting.</li> <li>• Attend annual general membership meeting to report on committee activity for the year. Provide reports to the board as necessary.</li> </ul>
<p><b>Electronic Communications Committee Chair</b></p>	<ul style="list-style-type: none"> <li>• Manage CDHA online presence (website, networking/social media).</li> <li>• Maintain current homeowner email, address &amp; telephone list, and make sure the Secretary has the most up-to-date version. <ul style="list-style-type: none"> <li>○ Twice a year, check homeowner list against King County records to ensure accuracy.</li> <li>○ Upon board request, prepare new homeowner directory for distribution by the board.</li> </ul> </li> <li>• Process neighbor questionnaires / directory updates submitted online and update CDHA email distribution lists as necessary.</li> <li>• Attend annual general membership meeting to report on HOA online presence for the year. Provide reports to the board as necessary.</li> </ul>

# Supporting Roles

<b>Property Management</b>	<ul style="list-style-type: none"> <li>• <b>Serve as the association’s registered agent.</b></li> <li>• <b>Provide bookkeeping service for the association.</b> <ul style="list-style-type: none"> <li>○ <b>Keep financial records for review and approval of the board of directors.</b></li> <li>○ <b>Pay association bills as approved by the treasurer and board.</b></li> <li>○ <b>Place and remove liens for non-payment of dues or other fees.</b></li> </ul> </li> <li>• <b>Conduct drive-through inspections of the neighborhood 10 times per year to check for compliance with CDHA Rules.</b> <ul style="list-style-type: none"> <li>○ <b>Send out non-compliance notices as approved by the board of directors.</b></li> <li>○ <b>Work with homeowners who present mitigation plans.</b></li> <li>○ <b>Schedule appeals before the board upon member request.</b></li> </ul> </li> <li>• <b>Notify the association of home sales as reported by title companies.</b></li> <li>• <b>Provide monthly reports to the board of all property management activity.</b></li> <li>• <b>Attend all association meetings.</b> <ul style="list-style-type: none"> <li>○ <b>Print agendas and bring copies for meeting attendees.</b></li> <li>○ <b>Staff sign-in desk at annual meeting.</b></li> </ul> </li> <li>• <b>Advise the board as requested.</b></li> </ul>
<b>Key Keeper</b>	<ul style="list-style-type: none"> <li>• <b>Keep a supply of park gate keys. Issue keys to homeowners as needed.</b></li> <li>• <b>Keep a record (Master Key Distribution List) of all key numbers with homeowner name and date issued.</b></li> <li>• <b>Have homeowners sign the Master Key Distribution List and an individual Key Responsibility Form.</b> <ul style="list-style-type: none"> <li>○ <b>In the case of a rental, have both the homeowner and renter sign the separate Key Responsibility form for tenants.</b></li> </ul> </li> <li>• <b>Notify President of need for new keys.</b></li> <li>• <b>Collect money (\$25.00) for 2nd (lost) keys.</b> <ul style="list-style-type: none"> <li>○ <b>This is worked by both the Key Keeper and the President, so there are two people with keys.</b></li> </ul> </li> <li>• <b>Prior to vacation or other absence, notify President and arrange for a backup.</b> <ul style="list-style-type: none"> <li>○ <b>Designated backup should have a supply of park gate keys on hand and issue them to homeowners in absence of Key Keeper.</b></li> </ul> </li> </ul>
<b>Grief Network</b>	<ul style="list-style-type: none"> <li>• <b>Respond to Board and Committee requests to send out sympathy and get well cards as appropriate.</b></li> <li>• <b>Evaluate for further intervention such as pulling together community members to provide meals.</b></li> <li>• <b>Report monthly activity prior to each board meeting, and prepare a yearly report to be presented at the Annual Meeting.</b></li> </ul>