

Executive Board & Committee Job Descriptions

Board of Directors – Piney Mountain Homeowner's Association (PMHOA Executive Board)

In addition to performing duties prescribed in the PMHOA by-laws, the PMHOA Board shall:

- 1) Assure the performance of the duties assigned to the positions of
 - a. President
 - b. Treasurer
 - c. Secretary
 - d. Grounds Committee Chair
 - e. ASC Chair
 - f. Welcome Committee Chair
 - g. OWASA Committee Chair
- 2) Create or eliminate, as deemed appropriate, committees or Board positions unless restricted in doing so by the PMHOA Bylaws.
- 3) Assign duties and responsibilities not otherwise detailed in the PMHOA Bylaws to members of the Board and its committees.
- 4) Recruit &/or nominate candidates for election to the Board or to fill unexpired terms.
- 5) Monitor and bring to the attention of PM residents relevant issues such as those associated with community planning, zoning, property taxes, and revaluations.
- 6) Solicit member feedback by meetings, surveys or other appropriate means.

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President

The President of the PMHOA shall be appointed by the PMHOA Board for a term of one year.

The president shall :

1. Assure adherence to the covenants and bylaws of the Piney Mountain Homeowners Association (PMHOA)
2. Oversee proper function of the PMHOA board, its officers, committees and committee chairs, per the Covenants and Bylaws of the PMHOA
3. Chair regular meetings of the board of the PMHOA
4. Ensure board response to Piney Mountain community concerns
5. Serve as OWASA liaison and chair OWASA subcommittee
6. Ensure regular update of the Piney Mountain website
7. Ensure the nomination of new members of board each year
8. Recruit board committee chairs for approval by the board
9. Chair the annual meeting of members of the PMHOA
10. Serve as a general contact/resource person for matters affecting the PM community and/or relating to business of the PMHOA

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Treasurer

The Treasurer of the PMHOA shall:

- 1) Maintain and balance all PMHOA bank accounts. (As of 6/2012 PMHOA account is with Self-Help Credit Union). Current passwords for this account can be obtained from treasurer. PMHOA Secretary also will be kept apprised of bank ID, password, and security questions.
- 2) Pay PMHOA bills in a timely fashion and track expenses according to budget.
- 3) Maximize interest on PMHOA funds as requested by PMHOA board.
- 4) Maintain financial PMHOA records as required by law. Records should be kept in an electronic format if this is possible.
- 5) Prepare* (or have prepared) and file PMHOA annual federal tax return by March 30th of every year.
- 6) Mail out statements for PMHOA annual dues after the annual meeting each fall. Collect and track payment of dues by each lot owner. Notify PMHOA board of any delinquent accounts.
- 7) Advise OWASA of any change in status or ownership of connected lots.
- 8) Send out invoices for special assessments or collections as determined by the PMHOA board. Collect and track payment of dues by each lot owner. Notify PMHOA board of any delinquent accounts.
- 9) Interact with attorneys and real-estate agents regarding matters of annual dues payments made or pending on lots for-sale. Sign the appropriate forms to certify dues payments made or pending.
- 10) Prepare financial statements for PMHOA board meetings on request.
- 11) Prepare annual budget for approval by the PMHOA board and for presentation at the annual meeting.
- 12) Appoint "Assistant Treasurer" to perform any or all of the above tasks with oversight as deemed advisable by PMHOA Board.

*No Orange County or NC State taxes are required for homeowner associations in NC. Federal tax returns are prepared either by PMHOA resident CPA Linda Whitaker (pro-bono) or can be easily done by the treasurer. Takes about 15 minutes. Involves completing IRS Form 1120H, a copy of which is mailed annually by the IRS to the PMHOA Treasurer on record. Any tax due (because of interest earned on PMHOA bank account) is submitted through the EFTPS (Electronic Federal Tax Payment System). Instructions for doing this, passwords etc. are passed confidentially from treasurer to treasurer. Current passwords are also left with the Secretary in case treasurer is unavailable.

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Secretary

The Secretary of the PMHOA shall be appointed by the PMHOA Board for a term of one year.
The treasurer shall :

- 1) Send out email communications to the neighborhood via the “Secretary’s Listserv”.
- 2) Ensure delivery of written documents to the neighborhood as required.
- 3) Prepare an agenda for PMHOA board meetings and the PMHOA annual meeting.
- 4) Prepare minutes for PMHOA board meetings and the PMHOA annual meeting.
- 5) Post minutes and announcements to either or both the PMHOA informal listserv and the private PMHOA website.
- 6) Maintain hard and electronic copies of meeting minutes.
- 7) Maintain PMHOA neighborhood directory and children’s directory.
- 8) Maintain the Secretary’s Listserv (a private list of PMHOA resident’s email addresses which is separate from the community public listserv).
- 9) Maintain current postal address record of PMHOA residents.
- 10) Maintain a password-protected website to post PMHOA business, committee business, and general neighborhood information.
- 11) Store and maintain other written records as needed.
- 12) Store PMHOA archival information.

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Grounds Committee Chairperson

The Grounds Committee Chair shall be appointed by the PMHOA Board for a term of one year.
The Grounds Committee Chair shall :

1. Ensure maintenance of roadsides, common areas, pond, pond dam, playground, trails and entrance sign.
2. Address community concerns in the area of common area maintenance as requested by the PMHOA board.
3. Liaison with NC Department of Transportation (DOT) to ensure maintenance of street and speed signs.
4. Recruit as many Grounds Committee members as deemed necessary.
5. Hold meetings of the PMHOA Grounds Committee.
6. Act as negotiator and PMHOA interface with vendors for grounds improvement and/or maintenance beyond the capabilities of the Grounds Committee such as: Mowing (current contract is with Tar Heel Landscaping), bridge or pond dock repair or replacement.
7. Execute small scale landscaping operations and maintain grounds and landscape of common areas.
8. Organize “work parties” or “work days” associated with: cutting and clearing small trees (with the exception of flowering trees such as dogwoods and redbuds) and brush from the east side of the dam, maintenance of greenway path bridges and the pond dock, improvement or maintenance of green spaces, e.g. those areas outside the property lines of residents and/or the DOT and/or OWASA right-of-ways.
9. Ensure maintenance of the Piney Mountain pond. This may include
 - a. stocking the pond annually (in the spring) with whatever fish species are deemed appropriate to the health of the pond and resident recreation and
 - b. clearing debris that inhibit the function of the stand pipe.
10. As requested by the Executive Board and at the annual meeting of members, provide the PMHOA with a summary of grounds committee activities and issues.
11. Present an annual budget to the PMHOA Executive Board, communicate with treasurer regarding grounds committee budgetary needs and obtain PMHOA Board approval prior to incurring expenses that are not included in the PMHOA annual budget.

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Architectural Standards Committee (ASC) Chairperson

The ASC Chair shall be appointed by the PMHOA Board for a term of one year. The ASC Chair shall :

- 1) Nominate ASC members to be approved by the PMHOA Executive Board per paragraph 14 of the PM Covenants, ensuring that no two members share the same household.
- 2) Be proactive in alerting the neighborhood to the requirements of the Covenants
- 3) As detailed in paragraph 4 of the PM Covenants, approve or disapprove building &/or landscape plans and specifications for new construction or changes to previously approved building & landscape plans.
- 4) Ensure that all five members of the ASC receive copies of the request and plans and sketches.
- 5) Ensure that adjacent neighbors are notified of all proposed changes.
- 6) Respond within 30 days of receipt of request for approval.
- 7) Inform Board of all requests for approvals and ASC disapprovals and ask for review and input from the Board.
- 8) Encourage communication and consultation among neighbors regarding any proposal for architectural changes.
- 9) Ask all Piney Mountain residents to respect the nature of the neighborhood, community land, and rights of way along roads, grounded on the specifications of the Covenants as they are proposing architectural or landscaping changes to their property.
- 10) Encourage “curb appeal” of Piney Mountain while allowing maximum individual freedom, grounded on the specifications of the Covenants.

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Piney Mountain Welcome Committee Chair (or Liaison) :

The purpose of the Piney Mountain Welcome Committee is to ensure that all new lot or home owners in Piney Mountain have access to necessary information about the Piney Mountain community, and a friendly contact from whom to get information as needed during their transition. The Welcome committee can be chaired by a volunteer from the community and use the PMHOA Treasurer as a liaison to the PMHOA Board or, if there is no one who wishes to serve in this role, the PMHOA Board can appoint one of its own members to serve as chair.

The Welcome Committee Chair shall:

- 1) Recruit additional members as deemed necessary.
- 2) Communicate with PMHOA Treasurer and or other board members when a Piney Mountain lot or home is sold.
- 3) Make effort to obtain the name and address of new neighbors and communicate with these neighbors as soon as possible prior to their move-in date to welcome them to Piney Mountain and answer any immediate questions they may have.
- 4) Deliver a standard welcome letter and/or questionnaire (to be drafted by PMHOA Board and/or Welcome committee chair) to the new neighbors on arrival to PMHOA.
- 5) Ensure that the PM secretary has new neighbor's contact information.
- 6) Ask new neighbors if they would like to have an introduction sent to the community by the PM secretary. Such information might include: work affiliations, names and ages of children, hobbies (e.g. gardening). Of course such information would be left to the discretion of the new neighbors. If they would like such an introduction, communicate this to the PM Secretary.
- 7) Welcome new neighbors, on move-in, with whatever celebratory gifts might be deemed appropriate: flowers, cakes etc.
- 8) Ensure that the buyer(s) has/have an up-to-date copy of the Piney Mountain notebook, restrictive covenants, by-laws and the web-address for the Piney Mountain web site.
- 9) Inform the new neighbors about the Piney Mountain Listserv and invite them to participate.

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OWASA Committee Chair

The purpose of the OWASA Committee is to facilitate communications between Piney Mountain homeowners, the Orange Water and Sewer Authority (OWASA), the NC Division of Water Quality, and the Orange County Department of Environmental Health in matters pertaining to the Piney Mountain wastewater system. The PMHOA President shall also be the Chair of the OWASA Committee.

The PMHOA President/OWASA Committee Chair shall:

- 1) Recruit at least two other members to serve on the committee with the approval of the PM Executive Board.
- 2) Monitor to assure OWASA achieves the maximum return on the PM Capital Reserve Fund.
- 3) Review OWASA proposals for capital expenditures & assure they are in the best interest of the Piney Mountain community.
- 4) Encourage optimal maintenance of individual PM wastewater systems through information sharing.
- 5) Meet with the OWASA General Manager of Operations and/or the OWASA Director of Finance and Customer Service (Billing) as necessary.
- 6) Communicate with the OWASA General Manager of Operations to review and revise, if necessary, the OWASA annual report to the PMHOA on the PM wastewater system.
- 7) Facilitate and supervise, to the degree that is necessary, a periodic inspection of STEP and GP systems by negotiating a discounted fee between PMHOA residents who agree to subscribe to the service and an independent inspector, ensuring adherence to the PMHOA inspection guidelines and checklist.
- 8) Where advance approval has been given by the homeowner and a copy of the inspection report has been received from the inspector, prepare a summary report with generally pertinent information for sharing at the annual PMHOA meeting & posting to the PMHOA website.
- 9) Provide information to PMHOA members concerning the PM wastewater system through the PMHOA website and listserv.