

The Manor, A Planned Community, Inc.
Homeowners Association Board of Directors Position Descriptions
and
Architectural Review Committee (ARC) Member Position Descriptions
A.R. # 2022-1, Exhibit A
January 24, 2022

Board

The Board is a seven-member elected governing body responsible for administration of the Association. In addition to maintaining and enforcing the Protective Covenants and Bylaws, this includes maintenance, repair and operation of the Common Areas, management of electrical service contracts, preparation of Annual Financial Statement and Budget, setting and collecting Assessments, securing appropriate insurance coverage described in the Bylaws, appointing ARC members, reviewing and approving ARC recommendations and handling any appeals thereof, ensuring thorough communications with membership to help build sense of community, and maintaining minutes and having records available for inspection.

The Board elects four of its seven members to the following Officer positions:

Note: The board is free to realign specific tasks below based on member skills, interests, and workload considerations.

President

Duties shall include the following:

- Administer Bylaws of the Corporation
- Chair Association Meetings
- Call Quarterly Meetings of the Board
- Chair meetings of the Board
- Implement decisions of the Board

By chairing Board and Association meetings, the President has an important role to be visible in the community and maintain a pulse on Association well-being. Feedback, questions and issues raised by membership are used to shape agendas for the meetings and Board decisions and actions.

Desirable skills/experiences include business management, team leadership, communications, interpersonal, influence, negotiating, legal, finance, organization, etc.

Vice President

In addition to assuming the duties of the President at such time(s) that the President is unable to perform, the Vice President is expected to work closely with the President to equitably share workload and help ensure timely and efficient administration of the Association.

Desirable skills/experiences include business management, team leadership, communications, interpersonal, influence, negotiating, legal, finance, organization, etc.

Treasurer

Duties shall include the following:

- Annually prepare and submit operating budgets to the Board for its approval
- Report quarterly status of accounts
- Issue invoices annually to all Lot Owners for Assessments (includes lot information updating and cross-checking with County records, creating/printing/delivering individual invoices, daily checking HOA PO Box for return receipts, making bank deposits, maintaining records, etc.)
- Manage the financial accounts of the Corporation, including collections and invoice payments (includes initiating/managing collection procedures with attorneys/banks as necessary, handling all vendor invoice payments, performing bank reconciliations, maintaining records)
- Prepare Resale Certificates upon seller request, and provide to Title/Abstract companies along with Association Balance Sheet/Budget, link to HOA governing documents, and copies of any open invoices
- Respond to lot owner account inquiries upon request
- Manage the Manor insurance policy
- Maintain relationship with banking and insurance companies handling Manor business
- Maintain detailed records – 7 years minimum
- Monitor and maintain The Manor’s HOA PO Box

Desirable skills/experiences include: proficiency with financial software, bookkeeping, accounting, P&L management, budgeting, forecasting, attention to detail, legal, organization, etc.

Secretary

Duties shall include the following:

- Record and distribute Board and Association Meeting Minutes
- Issue any reports, memos, or other communication as directed by the Board
- Maintain Corporate Records, including Maintenance Contracts and Minutes
- Maintain TheManorLehighValley.com website
- Maintain owner email and address (mailing) list
- Manage documentation and tracking of covenant compliance matters, including exceptions, violations, and enforcement actions

Desirable skills/experiences include administrative, IT software, attention to detail, organization, time management, meeting administration (e.g., Roberts Rules of Order), etc.

The Board has an additional three Director At Large positions:

The Directors At Large support the Officers on any or all matters involved in administering the Association plus can be organized into ad hoc committees that cover the following duties:

- Maintain thorough communications with membership, including publication of periodic Newsletters, maintaining social networking applications (such as GroupMe), issuing emails as decided by the Board, helping welcome new residents, and leading a committee that organizes periodic neighborhood parties/events, etc. in accordance with approved budgets. Seek confirmation that new residents received Manor Covenants and Bylaws from sellers.
- Oversee and advise on the annual landscaping contract(s) for the Common Areas, including regular basic services (mowing, bed/shrub maintenance, etc.), maintenance (fertilization, tree pruning, insect treatments, etc.), specimen replacements (due to damage, disease), and renovation/upgrading. Plans will be managed in accordance with the Operating Budget and Assessment revenue projections.

In addition to solid communication, interpersonal and organization skills, experiences and interests in the types of committee assignments described above is desirable

Architectural Review Committee (ARC)

The ARC is a three-member committee appointed by the Board to approve or disapprove the proposed building plans and specifications for new construction, additions or exterior repairs, specifically in accordance with the Declaration of Protective Covenants as amended. The ARC reports to the Board of Directors. The ARC will:

- Act on all applications of new construction, modifications, or improvements to any lot as dictated by the Covenants
- Provide the Board with recommendations regarding revisions to the documents
- Perform other duties assigned by the Board

Desirable skills/experiences and interests include architecture, design, landscape design, construction, attention to detail, basic knowledge of codes/ordinances, etc.

Note: This document, which may be updated periodically by The Manor Board, serves as Exhibit A to Administrative Resolution # 2022-1, Election Procedures Policy.