



Tana Ridge Home Owners' Association Board Structure & Responsibilities

President

- Meeting agenda
- Association board & member meeting leadership
- Resident input , requirements, & feedback
- Volunteer recruitment – events; projects; board
- Contracting signature authority for Association
- Association Filing: Secretary of State
- Association Insurance Policy Terms & Renewal
- Collaborate w/ Board Members

Vice President

- Out lot management
- Paths & Parkway
- Presides during Presidents absence
- Landscape contracting & management
- Secondary signature authority for Association
- Collaborate w/Board Members

Secretary

- Meeting notification & minutes
- Nomination & Election Process
- Maintain business archive
- Membership roster
- Web site updates
- Board Member notification to City
- Collaborate w/Board Members

Treasurer

- Annual Budget & Forecast
- Assessment invoice
- Assessment payment processing & deposit
- Accounting
- Tax filing
- Budget management
- Collaborate w/Board Members

Waste Water & Architecture

- Waste Water System Meeting Representative
- Waste Water System Reporting & Assessment
- Waste Water System Annual Financial Report
- Architectural proposal compliance review & approval
- Collaborate w/Board Members



Tana Ridge Homeowners' Association Annual Plan

1 st Qtr	<u>January</u> <ul style="list-style-type: none"> Board of Directors Meeting: Handoff & Annual Plan Web Site Update: board members; budget; calendar Update City with Board Names 	<u>February</u> <ul style="list-style-type: none"> Landscape Improvement Project Plans Web Site Update: annual calendar & March meeting agenda Member Meeting Announcement: Feb 21st Internal Financial Audit 	<u>March</u> <ul style="list-style-type: none"> Waste Water System Financial analysis received from FOSC Landscape service provider contract – APRIL/MAY Membership Mtg Mar 21st: WW System Review Homeowner Fee Invoice
2 nd Qtr	<u>April</u> <ul style="list-style-type: none"> April 15th Non-Profit Filing: Sec of State Waste Water System Review Landscape Contract Start-up 	<u>May</u> <ul style="list-style-type: none"> Website Update: clean up 	<u>June</u> <ul style="list-style-type: none"> Wastewater Committee Update
3 rd Qtr	<u>July</u> <ul style="list-style-type: none"> TRHOA 2013 Mid Year Budget Report TRHOA Board Meeting: Action and Financial review Distribute mid-year financial report 	<u>August</u> <ul style="list-style-type: none"> Web site update 	<u>September</u> <ul style="list-style-type: none"> Landscape Service Assessment & Upcoming Year Plan Homeowner Assessment Invoice TRHOA call for Board Nominations Waste Water Committee Update
4 th Qtr	<u>October</u> <ul style="list-style-type: none"> Board Nominations Accepted Upcoming Year Plan Budget & fee proposal & Board Approval Board Mtg: plan & budget approval: Oct 24th Membership Meeting Announcement: Oct 24th 	<u>November</u> <ul style="list-style-type: none"> Membership Meeting Nov 21st & Minutes Board Elections 2013 Budget & Fee Approval Wastewater Mtg Attendance 	<u>December</u> <ul style="list-style-type: none"> Plan Board Meeting Hand-off Annual Assoc Fee Announcement to Members: Dec 1st



Tana Ridge Homeowners' Association Board of Directors: Key Issue Action Plan

Function	Action/ Description	Completion Date	Responsibility
Governance	<ul style="list-style-type: none"> • Cross Functional Preliminary policies; procedures; & processes • Review processes with Board of Directors & finalize • Financial internal audit 	Feb 14 Feb 21 Feb 28	R Garcia
Landscape	<ul style="list-style-type: none"> • Identify key areas for improvement & options for work • Provide Board of Directors review of options with cost estimate; prioritize & select 2013 activities • Secure bids for potential additional landscape investment 		N Matchey
Waste Water	<ul style="list-style-type: none"> • Review current WW system status and pending issues • Develop recommendations for position by TRHOA • Prepare report & conduct review March Membership Meeting • Establish TRHOA position on WW system issues 		P Nielsen

Revision Date: January 25, 2013 / R. Garcia