

**OAKRIDGE MOUNTAIN COMMUNITY ASSOCIATION
BOARD MEMBER RESPONSIBILITIES**

All decisions, purchases, correspondence and actions by a Board member or Committee Chair will be shared with all other Board members prior to completing the action or transaction. This is required to give all members the opportunity to be a part of the process. All Board members and Committee Chairs are required to provide copies of all meaningful correspondence, paper and email, to the Secretary to be included in the Corporate Book and records.

PRESIDENT:

- **It is recommended that, if possible, the President's position be filled by a member who has previously served on the Board for a minimum of one year**
- **The President shall be the Chief Executive officer of the Association**
- **Shall be subject to the direction and control of the Board of Directors**
- **Shall have general and active supervision and charge of all activities of the Association**
- **Shall preside over the annual Association meeting and all other Board and special meetings**

VICE-PRESIDENT:

- **In the event that the President can not fulfill the obligations of the office the Vice-President shall assume all responsibilities for that position**
- **Shall chair the Design Review Committee if there is no volunteer for the position**
- **Shall attend the annual Association meeting and all other Board and special meetings**

SECRETARY:

- **The Secretary shall keep minutes of all meetings of the BOD and Association meetings**
- **Shall have charge of the register of Association members**
- **Shall maintain all books and records of the Association**
- **All Corporate Books, records and the Corporate seal will reside within Oakridge Mountain Community**
- **Shall be responsible for the filing with the State of Georgia Corporate Registration**
- **Shall be responsible for mailing of all new resident/renter welcome letters**

TREASURER:

- **It is recommended, if possible, that the Treasurer's position be filled by a member who has previously served on the Board for a minimum of one year**
- **Responsible for maintaining and reconciling all Association bank accounts**
- **Develop yearly budgets for General and Water System accounts**

- **Yearly reporting of budget vs actual to Board of Directors and homeowners**
- **Invoicing of impact fees, special assessments and yearly dues**
- **Invoicing of water system maintenance fees and water access fees**
- **Monitor and keep record of lot ownership**
- **Establish relationships/contacts with local attorneys and real estate agents for sharing of lot ownership information**
- **Provide information on dues, fees and assessments to closing attorneys as needed**
- **File yearly tax forms to IRS and State of Georgia**
- **Shall attend the annual Association meeting and all other Board and special meetings**

MEMBER AT LARGE

- **Shall serve as a member of the Board of Directors and shall perform such duties and have such other powers as may from time to time be delegate to them by the President or by the Board of Directors**
- **Shall serve as manager for any special projects deemed necessary by the BOD**
- **Shall serve as the chair of the Grounds Maintenance Committee if there is no volunteer for the position**
- **Shall attend the annual Association meeting and all other Board and special meetings**

COMMITTEES:

DESIGN REVIEW COMMITTEE CHAIR:

- **Seek out plans for new construction, if not submitted prior to clearing of lot**
- **Review plans for new construction and additions outside existing rooflines for compliance with Oakridge Design specifications**
- **Provide written approval/disapproval to lot owner and Secretary**
- **Calculate impact fees, based upon square footage of proposed construction**
- **Notify lot owner of the impact fee amount**
- **Notify Treasurer of Impact Fee amount and request that these fees and the Damage Deposit be invoiced**

WATER SYSTEM COMMITTEE CHAIR:

- **Primary contact point between Board of Directors and repair vendor**
- **Chlorinate wells on a monthly basis or as required**
- **Test water quality on all three wells a minimum of once a year**
- **Monitor water system (i.e. water pressure, electrical usage) on a monthly basis**
- **Maintain well housings**

GROUNDS MAINTENANCE COMMITTEE CHAIR:

- **Primary contact point between Board of Directors, homeowners and maintenance vendor**
- **Maintain common ground areas with mowing contract**
- **Maintain front entrance with landscaping**
- **Maintain fence around community lake property**
- **Schedule community workdays for any maintenance projects**
- **Contact BOD with any Covenant or Bylaw homeowner violations**
- **Primary contact with local utility companies with issues involving utility poles, etc.**
- **Oversee maintenance of lake and dam and any other community grounds**
- **Manage grounds maintenance budget as outlined by the Board of Directors**

GATE MANAGER:

It is required that this position be held by a full time resident of Oakridge Mountain Community. Duties will include but not limited to the following:

- **Perform general maintenance on the gates and all electronics to keep the gates operating properly.**
- **Keep track of all remotes and sell remotes to those Owners needing to purchase them.**
- **Responsible for maintaining Codes for residents, contractors, renters, etc. that will require one**
- **Responsible for changing codes on a set schedule to maintain our security and informing all HOA members of new code**
- **Be responsible for keeping gates open for residents that request in advance, for special occasions**
- **Should gate need repair, contact company that manufactured them (Company information on file)**
- **Submit budget request for Annual HOA meeting to maintain gates**
- **This position will be required to report to the President or Vice President on a regular basis.**