

## **HRHA Board Positions**

*Seven Board Members all elected at the annual meeting as general board members. Positions assigned at the first board meeting, or transition meeting, according to board member interest.*

All Board positions:

- Attend one meeting per quarter (usually 1-1.5 hours each)
- Attend and present report, if applicable, at annual meeting (1.5 hours)
- Two-year term
- Respond to emails and requests as needed
- Register as HRHA board member with City of Leawood to receive updates from the city
- Access hrha.net with administrator or board privileges

### **President**

*Article IV Section 4: The President shall be the chief executive officer of the homes association corporation and shall preside at all meetings of the members of the homes association and of the Board of Directors. The president shall have general and active management of the homes association corporation and shall carry into effect all directives and resolutions of the board.*

- Serve as main liaison to management company, YMG
- Hold both management company and board members accountable for action items
- Schedule and lead quarterly board meetings
- Annually review and update communications plan, which is managed by YMG
- Post communications to HRHA Facebook Page and respond to homeowner comments

### **Vice President**

*Article IV Section 5: The vice-president shall, in the absence of the president or in the event of his disability, perform the duties and have such other powers as may from time to time be prescribed by the Board of Directors.*

- Support board as needed

### **Secretary**

*Article IV Section 6: The secretary shall attend all sessions of the Board of Directors and of the meetings of the membership of the association and shall record all votes taken and the minutes of the proceedings in a minute book of the corporation to be kept for that purpose. The secretary shall see that all books, records, lists and information relating to the homes association are maintained at the homes association corporation office.*

- Record quarterly board meeting minutes and annual meeting minutes

- Act as board liaison to Young Management re: website. Review and update hrha.net member directory on an annual and as-needed basis (with goal to have 100% homeowners registered on the site)
- Oversee maintenance of hrha.net, with support from property manager (make sure resources, documents, calendar, board listings etc. are updated as needed)

### **Treasurer**

*Article IV Section 7: The treasurer shall have the responsibility for the safekeeping of the funds of the homes association and shall keep or cause to be kept full and accurate accounts of disbursements in books belonging to the corporation. The treasurer shall disburse the funds of the corporation as may be ordered or authorized generally by the board or by the membership and shall render to the prescient, Board of Directors and membership whenever necessary or required an account of all transactions as treasurer and all information concerning the financial condition for the homes association corporation. At each annual meeting of the membership, the treasurer shall prepare a statement of income and expenses for the immediate past fiscal year and a general budget for the upcoming fiscal year.*

- Intro call at beginning of year with YMG to review budget
- Support YMG in preparing annual budget
- Oversee collection of dues policy and notifications to lapsed homeowners, with support by YMG
- Review monthly financial reports

### **Pool Committee Chair**

- Attend an annual spring meeting with pool company, property manager, and Foxborough in preparation for the swim club season
- Annually review swim club agreement and pool rules as created by Foxborough
- Communicate with property manager who serves as liaison to pool company
- Represent Hunter's Ridge board of directors and homeowners in any pool-related discussions or issues
- Collect homeowner feedback and share with property manager
- General awareness of pool condition and any issues that may affect the pool budget

### **Social Committee Chair**

- Form a social committee to plan an array of events for Hunter's Ridge homeowners
- Create social event calendar and present to the board
- Create Evite for social event, request updated contact lists from YMG before and upload to Evite, send Evite, monitor RSVPs
- Submit any expenses to property manager for reimbursement
- Manage social committee budget
- Oversee Welcoming Committee (who deliver welcome gift and information to new homeowners)

### **Grounds Committee Chair**

- Manage grounds-related budget
- Represent Hunter's Ridge board of directors and homeowners in any grounds-related discussions or issues
- HRHA liaison to landscaping company, and any other grounds-related vendors
- Annually collect and manage homeowner feedback to prioritize grounds needs for coming fiscal year

*Note: HRHA employs Young Management Group to manage most tasks of the association (budget, finances/accounting, vendor relationships, contract negotiations, collecting of dues, homeowner communications etc.). The Board of Directors provide support, when needed, and give final approval of any major decisions of the association.*

### **HRHA Committees**

*Committees provide support to board members and committee chairs. They attend committee meetings, if scheduled.*

#### **Pool Committee**

- Support chairperson in collecting any homeowner comments or feedback related to pool
- Attend meetings, if scheduled

#### **Social Committee**

- Plan and execute social events (such as Movie Night, Block Party, Ladies Night, Pool Opening/Summer Party)
- Submit any receipts for reimbursement to property manager
- Attend meetings, if scheduled

#### **Welcome Committee**

- Greet new homeowners by dropping off a small gift (usually McLain's cup cookies) and printed letter with pertinent HRHA information
- Submit receipt for reimbursement to property manager

#### **Grounds Committee**

- Support chairperson in common area grounds maintenance and identify needs for upkeep
- Participate in spring planting at main entrances
- Attend meetings, if scheduled

### **YMG Management Company**

- Secures contract bids and negotiates contracts on HRHA's behalf (such as pool, landscaping, tree trimming, household waste)

- Works with Foxborough to provide pool-related financial reports, and serves as HRHA liaison and representative for all pool matters
- Sends homeowner dues notices, processes payments, and manages collection policy
- Financials: Manages all financial aspects such as payables and receivables and bank account oversight. Drafts annual operating budget with board input. Sends monthly financial reports to board members.
- Website: manages website updates, communications, document uploads, calendar, and request/complaints.
- Respond to homeowner comments, complaints, requests on behalf of HRHA Board