



SHOA BOARD AND COMMITTEE DUTIES AND RESPONSIBILITIES

President

The president of the Saddlebrook Homeowner's Association (SHOA) duties include:

- Calls and chairs all SHOA Board meetings, usually held once a month throughout the year.
- Calls and chairs the annual SHOA meeting, and any special meetings.
- Assists all other officers in their duties.
- Initiates projects that benefit the neighborhood.
- Signs all legal and official documents, and is a signator on the Association's bank account.
- The President position is a one year term and is elected annually by the Board.

Vice President

The Vice President of the SHOA duties include:

- Assists the President in his/her duties.
- Calls and chairs SHOA Board meetings in the absence of the President.
- Assists all other officers in their duties.
- The Vice President position is a one year term and is elected annually by the Board.

Secretary

The Secretary of the SHOA duties include:

- The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members.
- Keep a complete record of all acts and corporate affairs and present a statement to the Members, or at any special meeting when such statements is requested by one-fourth of the Class A Members who are entitled to vote.
- Serve notice of meetings of the Board and of the Members.
- Keep appropriate current records showing the Members of the Association, together with their address.
- The Secretary may sign with the president or vice-president in the name of the Association all contracts, conveyances, transfers, assignments, authorizations and other instruments of the Association and affix the seal of the Association.
- Have charge of and maintain and keep such books and papers as the Board of Directors may direct. These books and papers shall be open to inspection by any director, Member of the Association or any holder of a first mortgage on any property during normal business hours.



- Perform all duties incident to the office of secretary subject to the control of the Board of Directors.
- Keep the corporate seal of the Association.
- Additional duties include updating and reprinting the neighborhood directory
- Assisting in the annual garage sale and maintaining the file records in the storage unit.
- The Secretary position is a one year term and is elected annually by the Board.
 - The Secretary has a ceiling of \$500 for non-routine expenditures.
 - The Secretary requires board approval for any non-routine expenditure over \$500.

Treasurer

The Treasurer of the SHOA duties include:

- Maintain records of all financial transactions of the Board of Directors.
- Coordinate with the Association's accounting firm to collect homeowner dues, pay such debts and bills as the SHOA may be incur.
- Keep a complete record of financial transactions and present a statement to the Members, or at any special meeting when such statements is requested by one-fourth of the Class A Members who are entitled to vote.
- The Treasurer may sign with the president or a vice-president in the name of the Association all contracts, conveyances, transfers, assignments, authorizations and other instruments of the Association.
- Have charge of and maintain and keep such records of financial matters as the Board of Directors may direct. These records shall be open to inspection by any director, Member of the Association or any holder of a first mortgage on any property during normal business hours.
- Perform all duties incident to the office of Treasurer subject to the control of the Board of Directors.
- The Treasurer position is a one year term and is elected annually by the Board.
 - The Treasurer has a ceiling of \$500 for non-routine expenditures.
 - The Treasurer requires board approval for any non-routine expenditure over that amount.



Architectural Control Committee (ACC) Roles & Responsibilities

The ACC committee usually comprised of two residents, reviews requests for resale inspections, oversees the appearance of homeowner property, storage of vehicles and architectural changes to the fixed structures of the home sites. Types of architectural changes include, but are not limited to:

- General construction
- Painting
- Fencing
- Arbors
- Roofing
- Retaining walls
- Additions, buildings, outbuildings or storage sheds

Generally, the ACC has no language around window replacement and swimming pools, however when requests are placed to the committee, a member reviews the plans and materials and advises if they meet the general conformity of the neighborhood.

This committee is responsible for overseeing proper care of homeowner grounds. This would include, but not be limited to weeds, grass and other unsightly growth, rubbish or trash and that reasonable care has been exercised to remedy or prevent an unclean, untidy or otherwise unsightly condition.

Furthermore, the committee is responsible for overseeing that home sites are not used to store equipment or vehicles other than conventional automobiles, unless stored in the garage or out of plain sight. This equipment would include, but not be limited to trucks, buses, boats, boat trailers, trailers or campers.

The committee is responsible for performing resale inspections and providing such to the Saddlebrook Homeowners Association agent (Cindy Knighton). The resale inspection prepared by the committee is to be provided to the SHOA President and any exceptions should be discussed with the SHOA President and the agent. Such exceptions can, and should, where applicable, be a part of the purchasers close process that indicates the exception, cure and cure period to the prospective buyer.

The committee is responsible for maintaining a log and any documentation with respect to complaints, and cure and cure period of such complaints, approvals and denials of requests.

The committee reviews the activity of the committee at the current board meeting for the time in between the last board meeting.

The committee reviews the prior year's number and nature of requests at the annual board meeting in February.

Any exceptions require board approval and are brought to the board outside of board meetings, usually via e-mail. A common type of exception is fence height about the 6 foot restriction.



Grounds Committee:

The Grounds Committee is in charge of keeping the common areas of the neighborhood in excellent condition. This includes overseeing the landscaping/mowing vendor and its contract, ensuring lights and signage is functional and installing/de-installing seasonal holiday decorations at the four entrances to the neighborhood.

Duties include:

- Monitoring and overseeing the landscaping/mowing vendor's job performance and contractual obligations. This involves understanding the contract's details, inspecting the common areas regularly for contract compliance and communicating with the landscaping firm to make requests for maintenance. It may also involve meeting with the contractor to understand ongoing maintenance requests, especially involving the aging irrigation system.
- Approving the payment of all special maintenance invoices, such as for irrigation system repairs. The accountant will email the Committee Chair these special invoices and ask for his/her approval.
- Monitoring the lights and signage at all four entrances and replacing spent bulbs or damaged items.
 - Submit receipts of purchase of the light bulbs to the treasurer of the SHOA for reimbursement.
 - The flood lights, which are guaranteed for 4 year's life, are about \$13 each at True Value Hardware in Colleyville, and all were replaced in the winter of 2010/2011.
- Oversight of the Installation and de-installation of seasonal holiday decorations, which are stored in the HOA's storage unit. The secretary of the board has the key to the storage unit.
 - Generally the decorations are installed in late November and remove by the end of January.
- The Grounds Committee Chair is solely in charge of the "Yard of the month" program. This program is currently suspended, but may be re-instated at the discretion of the Grounds Committee Chair. Signs for the program are in the storage unit.
- In March, 2011, the SHOA Board voted to allow the Grounds Committee Chair a ceiling of \$1000 of non-routine expenditures. The Grounds Committee Chair needs board approval for any expenditures over that amount.



Social Committee Chair – SHOA

The SHOA Social chair is a committee position responsible for coordinating and scheduling social events for Saddlebrook Homeowners Association. The SHOA does not budget or bear any financial responsibility for neighborhood social events, with the exception of the annual National Night Out block party. The social chair usually solicits neighbors and local business for funds and enlists the help of residents for each event. Events may be delegate in their entirety to other volunteers. Events the Social Committee sponsors and the SHOA endorses historically included:

1. An Easter parade, party and egg hunt in Sparger Park on a Saturday before Easter. Former Mayor David Kelly often provides his antique fire truck for the parade. There is a bunny costume in the SHOA storage unit for this event.
2. A September Back to School morning social or coffee for parents.
3. A Halloween parade and party at Sparger Park. Mayor Kelly again often provides his fire truck. Someone usually dresses up as a witch for this party.
4. A ladies ornament or cookie exchange party in December at a neighbor's home in the evening.
5. The social chair with the SHOA board plan a board sponsored block party in the warmer months.