

Overland Cove (OC)
Homeowners Association (HOA)
Board of Directors (BOD) Organization
Policy and Operating Procedures (POP)
July 29, 2018

1. **Purpose:** To establish the policies and operating procedures for organizing the HOA BOD to conduct HOA Business.
2. **Scope:** This POP applies to all incoming, newly elected BOD's.
3. **Policy:**
 1. **Directors:**
 1. The BOD will be comprised of five (5) elected Directors.
 2. **Officers:**
 1. The officers of the BOD shall be a President, Vice President (optional), Secretary, and Treasurer.
 2. The BOD may appoint such other officers as it shall deem desirable, such offices to have the authority and perform such duties as the BOD prescribes.
 3. **President:**
 1. The President of the HOA BOD is the chief operating officer of the Association.
 1. The immediate supervision of the affairs of the Association shall be vested in the President.
 2. Attend to the business of the Association and maintain strict supervision over all its affairs and interests.
 3. Keep the BOD and Homeowners fully advised about the Association's business and operational affairs.
 4. **Vice President (optional):**
 1. The Vice President shall act in the President's absence or disability.
 5. **Secretary:**
 1. The Secretary will keep the records of the HOA including minutes of HOA meetings and BOD meeting, HOA polices and operating procedures.
 2. The Secretary will perform the duties of the Treasurer in the absence or disability of the Treasurer.
 6. **Treasurer:**
 1. The Treasurer shall keep, or caused to to be kept, the financial books and records of the HOA.
 2. The Treasurer will keep the President and the BOD apprised of the financial condition of the HOA.

3. The Treasurer will perform the duties of the Secretary in the absence or disability of the Secretary.

3. Board Functional Organization:

1. Consistent with the HOA By-Laws the BOD will organize along five (5) Functional Areas (FA) with Leads and Co-leads to assist the President.
 1. The duties of a FA Lead and Co-Lead are in addition to their Director duties.
 2. The five (5) FA's are:
 1. Finance
 2. Covenants and Restrictions
 3. Grounds Maintenance
 4. Pool/Clubhouse Maintenance
 5. Facilities Maintenance
 3. Each of the five (5) Directors will assume the role of Lead in one FA and CO-Lead in a second FA.
 4. The FA Co-Lead will assist the FA lead and will serve in his absence.

4. Management Company:

1. The BOD will employ for the HOA a professional management agent or agents to perform duties and services as prescribed by the BOD.

4. Procedures:

1. After the election of new Directors at the Annual Association Meeting the new BOD must have an initial, organizational meeting within ten (10) days after the Annual Association Meeting.
2. Initial Meeting Of New BOD
 1. At the initial Board Officers will be elected.
 2. At the initial meeting The Directors will assume assignments of FAs.
 1. Each of the five (5) Directors will assume the role of Lead in one FA and CO-Lead in a second FA.
 2. The newly elected HOA treasurer will be assume the Lead for the Finance FA.
 3. At the initial meeting of the BOD must decide on continuing with existing management company or seeking a new management company.

5. Responsibilities:

1. **BOD:**
 1. Elect Officers
 2. Assign FA leads and Co-Leads.
 3. Determine duties and services to be provided by management company.
 4. Advertise, solicit bids, and select a management company.
2. **Functional Area Leads:**
 1. **General Responsibilities of all Functional Areas:**

1. Keep the Board of Directors fully advised about the affairs and conditions of their Functional Area.
 2. Manage and operate the business of the Association pursuant to and in accordance with such policies as may be prescribed from time to time by the Board of Directors
 3. Work with the management company and other vendors to affect the immediate supervision of the affairs of the Association in their Functional Area.
 4. Prepare and submit budgets to the Finance Functional Area Lead for the annual Association budget.
 5. Prepare and submit when needed reports for regular Board meetings.
 6. As needed, recruit Association Members to assist them in their functional areas of responsibility.
- 2. Specific Responsibilities of the Functional Areas:**
1. Finance FA:
 1. Prepare Annual Budget for HOA Board approval.
 2. Prepare Financial Reports
 2. Covenants and Restrictions FA:
 1. Review and Process ACC Requests.
 2. Enforce Covenants and Restrictions.
 3. Grounds Maintenance:
 1. Contract for and supervise maintenance of Common Area Landscape
 2. Contract for and supervise maintenance of Townhome landscape
 3. Contract for and supervise maintenance of Patio Home Landscape
 4. Pool/Clubhouse Maintenance:
 1. Contract for and supervise maintenance of Pool
 2. Contract for and supervise maintenance of Clubhouse
 3. Contract for and supervise maintenance of Exercise Room
 5. Facilities Maintenance:
 1. Contract for and supervise maintenance of Common Area Fencing.
 2. Sprinkler System
 1. Contract for and supervise maintenance of Common Area Sprinkler System.
 2. Contract for and supervise maintenance of Townhome Sprinkler System.
 3. Pest & Termite Control

1. Contract for and supervise Pest & Termite Control for Townhomes.
 2. Contract for and supervise Pest & Termite Control for Pool and Clubhouse.
 4. Contract for and supervise maintenance of Community Eave Lights
 5. Community Street Lights
 1. Notify Huntsville Utilities of street light outage.
 6. HOA Storage Area:
 1. Coordinate the management of the HOA Storage Area.
- 3. Management Company:**
1. Provide the services and perform the duties as stated in contract.

Enclosure 1 BOD Organization

OC HOA BOD Organization

