

OVERLAND COVE HOA BOARD FUNCTIONAL RESPONSIBILITIES As of: April 16, 2024

		Board President-Jerry Vickers		Treasurer- Jeff Morse
		Board Vice President-Wayne Lamon		
		Board Secretary-Jerry Rodriguez		
		Property Management Contractor- Executive Real Estate Mangement (EREM)		
		Attorney- Adam Dauro		
GROUND	FACILITIES	POOL/CLUBHOUSE	ACC / COVENANTS	FINANCE
Functional Area Lead Gayle Milton	Functional Area Lead Wayne Lamon	Functional Area Lead Jerry Vickers	Functional Area Lead Jerry Rodriguez	Functional Area Lead Jeff Morse
Functional Area Co-Lead Wayne Lamon	Functional Area Co-Lead Gayle Milton	Functional Area Co-Lead Jerry Rodriguez	Functional Area Co-Lead Jeff Morse	Functional Area Co-Lead Jerry Vickers
General Functions	General Functions	General Functions	General Functions	General Functions
Working with Property Manager	Working with Property Manager	Working with Property Manager	Working with Property Manager	Working with Property Manager
Common Area Lawns & Beds	Storage Area	Pool	Review ACC Request	Track Monthly Accounting Transactions
Town Homes Lawns & Beds	CommonProperty/Fences	Club House	Covenants Requirements	Work with Committees to identify Budget Needs
Patio Homes Lawns & Beds	Eave Light bulb replacement	Fitness Center Room	Community Rules and Policies	Prepare Annual Budget for BOD Approval
Irrigation Systems	Monitor Expenses & Budget	Monitor Expenses & Budget	Enforcement of Governing documents	Prepare Quarterly Reports
Monitor Expenses & Budget			Monitor Expenses & Budget	Present Financial Report at BOD Meetings
				Monitor Overall Expenses & Budget