

Secretary and Covenants Co-Lead

Primary Responsibilities:

- Primary Hoa contact with Alabama Lawn Masters
 - Follow weekly up with our ALM area supervisors
 - Jason Andra (responsible for turf and shrub treatments)
 - Corey Battle (responsible for lawn and shrub maintenance)
 - Plan to replant 6 missing trees 2022(\$2500 budgeted + \$2450 from common area reserves)

- Parking rule enforcement. (not my favorite responsibility)
 - 17 citations issued resulting in 5 fines.

- Approval of ACC requests. (Co-chair with Harry Tidwell)
 - Provide continuity of community appearance and compliance with covenants.
 - Issued 2 fines for making ACC changes without prior approval.

- HOA Secretary.
 - Keep all records of HOA.
 - Minutes of all meetings (open meeting minutes posted on website)
 - Records of all motions
 - Copies of all contracts
 - Parking Fines
 - ACC Requests

- Webmaster.
 - Created and Maintained Overland Cove Website.
 - Keep all policies and forms current.
 - All most 7500 views of website since 2018

- Backup responsibility for Landscape issues.
 - Worked with ALM on townhouse spring sprinkler startup and sprinkler coverage.
 - Worked with committee on controlling sprinkler run times to minimize costs.