

DIRECTOR:

- The affairs of the HOA/West Hampton Subdivision shall be managed by a Board of Directors. The number of Directors and the method of election of Directors shall be as set forth in the By-Laws of the HOA. The HOA currently has a maximum of seven directors and a minimum of five. In the event the number of Directors is less than 5, a "Special Election" shall be called to solicit candidates to fill up to seven Director Positions by the Membership (residents in good standing). If the number of Directors is less than 7, but more than 5, the remaining Directors may "appoint" a resident to fill the remaining term of the director(s) being replaced.
- Directors are elected by the residents at the Annual Meeting in January of each year to serve for a one year period. Eligibility to run for a director's position requires that the candidate be a resident in good standing and agree to ensure the Covenants and By Laws are adhered to in the governance of the HOA. Directors must commit to regularly attend monthly HOA Board Meetings.
- Directors are responsible and shall have authority to transact any and all business which may be brought before Board Meetings.
- Special Meetings of Directors. Special meetings of the Board of Directors shall be held, at such place within the State of Georgia, as shall be designated in the call of such meetings. Special meetings of the Board of Directors may be called by the President at any time, in his/her discretion, and must be called by the President whenever so requested in writing by any member of the Board of Directors. Special meetings may be held by telephone conference so long as each member of the Board of Directors may hear each other.
- Removal of Directors. Any Director may be removed, with or without cause, by a majority of the votes entitled to be cast by those Members, without regard to class, who are present in person or by proxy and voting at a special meeting of the Membership.
- No Director shall receive compensation for any service he may render to the HOA as a Director, however, any Director may be reimbursed for his/her actual expenses incurred in the performance of his/her duties as a Director.
- Designation of Officers. The Officers of the Association shall be appointed by the Board of Directors, and shall consist of a President, a Vice President, a Secretary, a Treasurer and such additional Officers, if any, as the Board of Directors may see fit to appoint at any time or from time to time. Each Officer shall serve at the pleasure of the Board of Directors, and may be removed from office by the Board of Directors at any time, with or without cause. The Board of Directors shall have the authority to fix the compensation of Officers for their services.
- Quorum. A quorum at any meeting of the Board of Directors shall consist of a majority of the members of the Board. A majority of those present at any meeting at which a quorum is present may decide any questions which may come before any meeting.
- Committees. An Architectural Control Committee shall be established and shall operate in the manner provided in the Covenants and By Laws. The Board of Directors may from time to time establish such other committees as it deems advisable, and the members of such other committees shall be appointed by the Board of Directors, and shall serve subject to the will of the Board of Directors. Any members of any such committee, including without limitation the Architectural Control Committee, may be removed from office at any time by the Board of Directors, with or without cause.

PRESIDENT:

- Organize and plan monthly and annual meetings including the preparation of the agenda in cooperation with the secretary.
- Ensure all neighborhood business is in compliance to Articles of Incorporation, By-Laws, Covenants and Design Standards.
- Make sure thorough discussion ensues for all projects and/or major expenses, as well as a timeline for completion.
- Ensure all committees are covered by a chairperson who will give monthly updates to board.
- Field neighborhood complaints and concerns.
- Responsible for attending monthly board meetings and updating board on progress.

VICE-PRESIDENT:

- Take over Presidential duties in President's absence.
- Responsible for changing light bulbs at entrances.
- Responsible for putting signs out to inform neighbors of monthly meetings.
- Help out committee chairpersons, as needed.
- Responsible for attending monthly board meetings and updating board on progress.

SECRETARY:

- Record, upload and distribute minutes from all (non ACC) monthly and annual meetings, within one week of board meeting. Send to Board/Committee Chairs prior to uploading for review/modify or concurrence no less than 3 days prior to posting. No response equals concurrence.
- Responsible for communication between board and neighborhood, while working with Management Company. (Send information on dues, proxy, etc. early Dec. regarding year-end meeting. Neighborhood must receive at least 30 days before board meeting.)
- Responsible to ensure the Quarterly Flyer is written, reviewed by the Board/Approved, printed and distributed to all residents in October, January, April, and July of each year.
- Responsible for communications between Board, Management Co., committee heads and volunteers.
- Responsible for uploading board meetings on HOA website calendar, reminding board/committee members about upcoming dates no later than Thursday prior to Monday Board Meeting. Obtain committee reports for those who cannot attend board meetings and report at the board meeting.
- Interface with webmaster to ensure accuracy of data being uploaded.
- Responsible to act as Liaison with Welcoming Committee.
- Responsible for attending monthly board meetings and updating board on progress
- Responsible for uploading "Delinquent Homeowner List" onto website within 3 days of receipt.

TREASURER:

- Engage/Hire CPA annually to audit financial data.
- Check the accuracy of month-end and year-end financial data.
- Update Board on a monthly basis of the status of current year operational budget
- Follow procedures as determined by management company and request reimbursements when provided invoices from a West Hampton resident
- Attend monthly board meetings
- Request clarification from management company for any invoice not defined and/or understood
- Check each month for any duplicate payments
- Coordinate the creation with management company and board of annual draft operational budget for Board approval and/or modifications
- Work with management company to make sure funds are correct and make request for any transfer between operational and reserve accounts
- Code invoices if presented by management company and/or a resident
- Confirm that management company has paid taxes
- Coordinate with management company to place liens and/or forward for collection any resident past due assessment fee
- Manage outside fees collected from swim & tennis team chairs/captains/leaders
- Maintain Corporate Seal
- Handle any insurance claims that may develop within sub division
- Work with Board to develop a long range reserve/capital plan

LANDSCAPE (Committee Chair):

- Contract Landscape Company (Need 3 bids for new contracts, contracts no longer than three years).
- Oversee Landscape Company to ensure property is maintained. (Trees and bushes are trimmed, annuals are planted at entrances in spring and fall, flowerbeds planted, pine straw replaced in spring and lightly in fall, grass is cut, edged and blown and courts are kept free of debris.)
- Responsible for the safety/upkeep of playground **equipment** and playground benches, in accordance with ACC standards. This includes mulching, power washing/staining of playground and benches. (Coordinate with tennis committee to include tennis deck and tennis benches at same time.)
- Responsible for the repair, power washing and staining/painting entrance fencing, as needed.
- Maintain working sprinkler system and timers.

- Responsible for pest control in outside common areas (work with pool and tennis).
- Responsible for invoices being paid in a timely manner while staying within the budget allotted.
- Responsible for attending monthly board meetings and updating board on progress.

CLUBHOUSE (Committee Chair):

- Responsible for the routine maintenance and cleanliness of clubhouse (upstairs and downstairs/inside and outside). Regular maintenance includes cleaning, pest-control, garbage pick-up, ordering/buying supplies (broom, mop, paper towels, garbage bags, and toilet paper), and minor repairs. Services for routine maintenance and cleaning are outsourced to third party.
- Responsible for overseeing capital projects and staying within allotted budget.
- Ensure all systems (HVAC, appliances, toilets, etc.) and utilities are in working order. Any maintenance and repairs of systems to be outsourced to third party.
- Responsible for the re-keying of the clubhouse every three years (work with pool committee) and the safe-guarding of the keys.
- Responsible for setting up, distributing, and uploading clubhouse use rules annually. **(Need to determine where to be uploaded after website is updated)**
- Responsible for updating contract (last update fall, 2010) as needed, key distribution and walk-thru post-use, checking for damage and missing items.
- Maintain an accurate calendar of activities/rentals, ensure money is collected, rental agreements signed and security deposit is obtained.
- Responsible for garbage collection and ensuring outside Clubhouse lighting is in working order. Garbage collection is by third party and outside lighting to be maintained by a licensed electrical contractor.
- Responsible for appropriate clubhouse signage.
- Responsible for having invoices paid in a timely manner, pertaining to this area, and staying within allotted budget.
- Responsible for updates to board on progress.
- Responsible for pest control inside clubhouse and around perimeter of clubhouse proper. (Work with pool and tennis).
- Responsible to ensure fire extinguishers are fully charged and working properly.
- Interface with Property Management Company to insure all bills incurred for the clubhouse are paid in a timely manner.

POOL (Committee Chair):

- Contract with pool Management Company (Need 3 bids for new contracts, contracts no longer than three years).
- Interface with pool Management Company to ensure contract is being followed and pool is within compliance of county code and health standards.

- Annually responsible for creating pool rules/hours of operations and distributing to neighborhood by mail and by website before season begins. (Coordinate with Tennis and Clubhouse to distribute all rules at same time.)
- Responsible for appropriate signage at pool (no trespassing, hours, etc...)
- Interface with swim team to ensure meets are on neighborhood calendar; outsider fees are collected and turned over to Treasurer before first meet.
- Responsible for pool decking repairs/resealing/replacement based on HOA Capital Plan.
- Responsible for shed and pump house maintenance/replacement based on HOA Capital Plan.
- Responsible for pool furniture replacement and fence being painted and in working condition based on HOA Capital Plan.
- Responsible for pool gate locking procedure and help Management Company with neighborhood badge access.
- Responsible for pool lighting, water access and phone to be in working order.
- Responsible for cleanliness and pest control of pool and surrounding area, downstairs bathrooms, and lifeguard room during swim season (work with clubhouse/landscape committee on pest control).
- Responsible for maintaining a first-aid kit, phone and drinking water, and life-saving devices.
- Responsible for invoices being paid in a timely manner and staying within the budget allotted.
- Responsible for attending monthly board meetings and updating board on progress.

TENNIS (Committee Chair):

- Responsible for major court maintenance, ensuring the resurfacing of lower and upper courts occur in accordance to capital plan.
- Responsible for minor court maintenance in accordance with operating plan. Maintain lights, garbage cans, scoreboards, tennis fencing, locking mechanism, wind screens, squeegees and nets are in working order.
- Responsible for upkeep of surrounding benches, gazebo, tennis deck repair, tennis picnic table repair, repair of concrete steps and walks at tennis courts, power washing and staining for tennis deck (do in conjunction with landscape committee and playground).
- Coordinate with landscape committee the trimming of trees around courts and that landscaping company has access to blow debris off courts.
- Responsible for updating rules, distributing to neighborhood and posting rules to website. Rules should include hours of operation, lights on timers, and how to sign out courts.
- Responsible for collecting outsider fees and rosters from tennis captains and giving to Treasurer before first match of season.
- Ensure garbage cans are emptied after use.
- Responsible for maintaining sign-up board and posting weekly sign-up sheet, while ensuring sign-ups are fair.

- Responsible for handing out tennis captain badge access cards to bathroom and collecting after tennis season.
- Responsible for having invoices paid, pertaining to these duties, and staying within budget allotted.
- Responsible for updating subdivision website with Subdivision Tennis Team Rosters and News Items.
- Responsible for attending monthly board meetings and updating board on progress.

ACC (Committee Chair):

- Responsible for educating the community on the Design Standards and reinforcing it's value to protect property values and maintain a harmonious look throughout the subdivision.
- Responsible for educating the community on the use of Modification Forms and assisting residents with any questions on when and how to submit a form.
- Hold regular meetings at least once every three (3) months or more often as may be needed and maintain both a record of votes and minutes for each of its meetings.
- Ensure property inspections and follow-ups are performed by the Property Management Company as identified in the current-year budget. Ensure resulting action is coordinated with Board of Directors.
- Responsible for choosing yard-of-the-season quarterly and displaying/removing sign in yard selected.
- Responsible for updating subdivision website with ACC member names and current information/updates on ACC activity.
- Responsible for monthly updates to board on activities and progress.

SOCIAL COMMITTEE (Committee Chair):

- Responsible for creating, organizing and advertising several activities to promote the community, targeting different ages of neighborhood.
 - o Sample year:
 - Monthly Women's Wine Night (February – November): Wine nights rotate each month to a new house. The Social Chair is responsible for collecting volunteers and sending out evites.
 - Easter Egg Hunt: Caroline Clark has traditionally organized an egg hunt with eggs being distributed by age groupings. Social supplies coffee and juice, costs of eggs and prizes and neighborhood brings a dish to pass.
 - End of School Year Popsicles by the Pool: Social can host or have a volunteer host popsicles by the pool for end of school year pool party. Play music / distribute popsicles.

- Neighborhood Pool Party (June/July): Social chair to host and ask for volunteer support. Social pays for grilling items, kids drinks, ice cream truck. Play music and have neighbors bring a dish to pass.
 - Adult Themed Party (Aug/Sept): Social supports the event but asks for volunteers to host the event. The volunteers come up with the theme, food, decorations, set-up and clean-up plan and Social pays for the event.
 - Chili/Rib Cook-off: (October): Social organizes the event at the clubhouse/grassy area. Neighborhood signs up for competition. Bounce House, Face Painters and incorporate a kid's movie night.
 - Kids Halloween event: Hosted at the clubhouse by a neighborhood volunteer. There is pizza/drinks for the kids from 5:30-6:30pm before trick-or-treating.
 - Breakfast with Santa at the clubhouse: On the first Saturday of every December Social hosts this event and provides coffee/juice/water and asks neighbors to bring a breakfast dish to pass. Social also pays for Holiday crafts for the kids and sets-up craft tables inside the clubhouse.
 - Adult Holiday Party: On the same night as the breakfast with Santa Social hosts an Adult Holiday Party. Social has it catered and hires DJ or Band. It is hosted at the clubhouse.
 - Ongoing movie nights (March-November): As weather permits the Social Committee hosts movie nights that span all age ranges.
- Dates and event organizers should be set-up at beginning of year and posted to the community calendar on the website.
 - All organizers are responsible for decorations, set-up and clean-up, according to the clubhouse rules (see contract on file at Mgt. Co.)
 - Responsible for decorating neighborhood entrances for Christmas, decorating tree in clubhouse, as well as removing decorations after holiday and storing in social closet located in the Clubhouse.
 - Responsible for cleaning and organizing the social closet.
 - Responsible for high-school graduation banner.
 - Responsible for invoices being paid in timely manner, and staying within the budget allotted.
 - Responsible for updates to board on progress.

WELCOME COMMITTEE (Committee Chair):

- Responsible to provide a friendly and warm welcome to new residents of West Hampton Subdivision, and to be a point of contact for any questions or concerns as they settle into their new home.
- Responsible to ensure that new residents to West Hampton are provided with a "Welcome Package" and given a binder with Covenants, By-Laws, Design Standards, and relevant neighborhood formation. Work with local stores and/or bakeries to provide complimentary bread, etc. for Welcome Basket. Currently, we collect bread from Panera Bread Company.

- Responsible to purchase new binders when necessary and create additional Welcome Binders. Submit bills to Treasurer for reimbursement of Welcome Basket and Binders (as needed).
- Responsible to maintain and update the West Hampton online directory. As new residents move in, request new homeowner to complete form included in Welcome Package with names, telephone number(s) to update directory. Remove homeowner information for residents that move out of subdivision. Upload Directory as updates are made to Westhamptonsubdivision.com and notify Webmaster to delete names/emails of residents that leave.
- Responsible to post updated list of homes for sale or for rent, on Westhamptonsubdivision.com
- Responsible to update the board on progress monthly.

WEBMASTER (Committee Chair):

- Responsible for responding within 24 to 48 hours to requests from residents to add/delete/change website information or respond to general questions and to assist with issues with the performance of the website.
- Responsible to be the liaison between web hosting company and HOA. Maintain a strong relationship with web hosting company to allow your webmaster to avoid downtime.
- Responsible to maintain up to date on the web's latest technologies and make sure the site and its functionality are always responsive, easy to navigate, and user-friendly.
- Ensure a back-up is notified/available when not able to provide response within 24 to 48 hours.
- Responsible for attending monthly board meetings and updating board on progress.