

**Coral Trace HOA Board and Committee**  
**Roles and Responsibilities**  
prepared by Bob Brennan, October 2022, V8

**General Responsibilities** (excerpts from [This HOA Management Website](#))

1. Duty of Care

The HOA board is legally obliged to make informed decisions. Board members must do the research — utilizing all the information that is available to them — before making a decision or voting on a certain matter.

2. Duty of Loyalty

HOA board members must act in good faith and for the benefit of the entire community. Their decisions must not be based on personal interests. They also cannot use their position as board members for private gains.

3. Duty to Act Within the Scope of Authority

HOA board members should act within the scope of their authority. They cannot use their position, or exercise their power, on matters that are outside their duties and responsibilities.

**Board Officers** (excerpts from [This HOA Management Website](#))

1. President

The HOA President serves as the leader of the board. They also represent the community as a whole. Thus, the president works closely with other board members, homeowners, vendors, HOA managers, and so on.

The main responsibilities of the president include presiding over board meetings and facilitating the decision-making process; signing contracts, and other legal documents; serving as a spokesman for the HOA; and taking charge of the day-to-day operations. Here in Coral Trace, the Treasurer pays the bills and signs checks (currently via StrongRoom)

## 2. Vice President

The HOA Vice President takes charge in the absence of the HOA President. However, the vice president only has this authority if the president is unavailable. Depending on the association, the vice president may have additional duties.

For instance, the vice president can serve as the head of the architectural review committee, maintenance committee, and other HOA committees. The vice president can also liaise with the members of these committees.

## 3. Treasurer

The HOA Treasurer oversees the financial operations of the association. They are in charge of developing the budget, monitoring income and expenses, monitoring of collecting assessments, authorizing payments to vendors, analyzing financial reports, and facilitating an audit at the end of a fiscal year. If there is a finance committee, the treasurer can also serve as the head. Here in Coral Trace, we use a Management Company to perform these services. Treasurer has oversight responsibilities for those activities.

## 4. Secretary

The HOA secretary creates the board meeting agenda (with the president), records the minutes of board meetings, and ensures quorum. They also send notices for board meetings, ensure compliance with the governing documents, maintain bank information and other important documents, and store homeowner and maintenance records. Here in Coral Trace, the Management Company maintains Bank information. The Secretary oversees this activity.

## **Board Directors**

### 5. Communications Director

- a. Email blasts (currently using Mailchimp)
- b. CT Website (currently hosted by GoDaddy)
- c. Hotwire Community Channel 63
- d. Online Surveys and Polls
- e. CT Media Advertisers
- f. Manages Online Voting and related Systems (Blasts, Surveys, etc)

Communications Director also acts as a liaison for establishing and interacting with the Communication and/or Technology, and other Committee(s)

## 6. ARC Director

- a. Oversees and advises BOD on all ARC's
- b. Oversees and advises BOD on Common Area Alterations
- c. Manage Sod and Tree Lists.

## 7. Compliance Director

- a. Prioritizes the focus of Issuing Violations (based on Community feedback)
- b. i.e. Parking vs Aesthetics vs Fencing, etc
- c. Assists PM and BOD with Managing Violations
- d. Leverage SmartWeb System
- e. Assists BOD with Managing Compliance and Legal matters
- f. Assists PM with Managing Permit Renewals i.e. Fire Alarm, Pool, etc.

**NOTE: Officers, Directors and Committee Members may be required to sign an NDA Agreement due to access to sensitive information**

## **Committee Lead / Members** (Ongoing Oversight and Advisers)

### **1. Communications Committee**

- a. Email blasts (currently using Mailchimp)
- b. CT Website (currently hosted by GoDaddy)
- c. Hotwire Community Channel 63
- d. Online Surveys and Polls
- e. CT Media Advertisers
- f. Assists Communications Director in Managing Online Voting System
- g. Monitor local communication networks for useful information to be shared with the community: Police, Fire, Emergency Services, News, Events etc.

### **2. Landscape Committee**

- a. Landscaping Contract (currently Seacrest)
- b. Tree Trimming Contracts (For 2023/2024 it is Branch Managers)
- c. Mulch - Options and Bids
- d. Assist ARC Director with Sod - List, Assessment, Bids
- e. Assist ARC Director with Tree – List, Assessment, Bids
- f. Pesticides, Fertilization, and Weed Control
- g. Lake Maintenance

### **3. Technology and Security Committee**

- a. Irrigation Systems - May interact with Landscaping
- b. Entry Gate Systems -
- c. CCTV Security Systems - May interact with the Communications Committee
- d. Zoom Meeting Infrastructure
- e. Office Equipment and Infrastructure

### **4. Social Committee**

- a. Planned events, trips, activities. Event advertising will inform community on what is included and what is not.
- b. Clubhouse Room Rentals
- c. Holiday (In addition to Christmas, maybe Memorial Day, July 4th)

### **5. Pool and Recreation Committee**

- a. Pool and Related Equipment
- b. Spa and Related Equipment
- c. Clubhouse (Library, Billiards Room, Great Room)
- d. Gym and Related Equipment
- e. Tennis Courts
- f. Playground
- g. Cover for times Handyman is not on site, i.e. bring in the HOA garbage cans

### **6. Paving and Concrete Committee**

- a. Drainage Issues
- b. Street and sidewalk repairs Propose - Bids and Job Monitoring before final payment
- c. Perimeter walls
- d. Paving - Propose - Bids and Job Monitoring before final payment

### **7. Reserves Committee**

- a. Assist with new Reserve Study in Q1 2023
- b. Itemized List of Oversight Tasks TBD based on Reserve Study Results

### **8. Welcoming Committee**

- a. Meet / interview all new residents to review rules and regulations
- b. Provide Handbook, FOB, and any required documents to new residents
- c. Collect required forms from new residents and provide same to the PM
- d. Ensure Electronic Consent Forms are fully executed and provide to PM

### **9. Grievance Committee**

- a. Determines whether to confirm or reject fines or suspensions levied by the Board

## **Special Projects** (Living List of One-Time Projects and Tasks)

### **NOTE: Officers and Directors can assist or lead these Projects**

1. Convert HOA Office from Comcast to Hotwire
  - a. Office PC and Printer
  - b. CCTV Camera System
  - c. Gate Entry System
2. Initial Set Up and Launch of Online Voting System
3. New Process(es) to make capture of Resident Info (i.e. Emails) consistent Must be BOD member(s) due to sensitivity of information
4. Create Initial Content for Community Channel 63
5. Review CT Website for Inaccuracies and Consistency. Note our Attorney office needs to review to ensure it conforms to all laws and statues
6. Review Resident (Blue) Handbook for Inaccuracies and Consistency. Note our Attorney office needs to review to ensure it conforms to all laws and statues
7. Sod Replacement Review
8. Strategy for Homeowner and Maintenance Records, both paper and digital Must be BOD member(s) due to sensitivity of information