

ROLES AND RESPONSIBILITIES OF THE CENTENNIAL TRAIL BOARD MEMBERS

NOTE: THIS IS A DRAFT DOCUMENT AND WILL BE REVISED AND APPROVED:

Responsibilities of the President:

- In January, schedule and lead the annual HOA Board meeting. The purpose is to determine the agenda and date of the general meeting, as well as establishing recommended annual dues.
- Ensure the minutes of the board meeting (provided by the secretary) are sent to the webmaster (currently Emily Goodin).
- Lead and facilitate the general meeting
- *Confirm the minutes of the General Meeting are delivered to all homeowners.*
 - *Ensure the amount of annual dues are included.*
 - *Note: Dues are due by April 1st.*
 - *Attach/include the budget summary.*
 - *Verify the HOA webmaster gets the minutes to post.*
 - *Need to confirm this responsibility....various people have done in the past.*
- Coordinate with the treasurer on any financial issues that may come up. Historically this involves the landscaping of the parks on 55th.
- Address any issues that may come up relating to the HOA

Vice Presidents (2)

- Participate in board meetings and be available for discussion when needed.
- Back up other officers due to vacation and travel.
- This includes signature authority of the check book.
- Meet with new homeowners and explain to them how the HOA works.
 - Note: Andy has a document that you can provide to new owners.
- *Spring Clean Up*
 - *Be the interface from the board to Connie Lull to coordinate the spring clean up.*
 - *Establish the date, with a rain back up alternative. Typically it's the end of April.*
 - *Need to verify that we will have a truck/trailer for hauling mulch and trash. Dick Smith has provided his son's trailer for many years.*
 - *Communicate to the neighborhood (via email) of the date.*
- At the General Meeting, ensure a sign in sheet is available and everyone signs it.

Responsibilities of the Treasurer:

- Maintain the checkbook:
 - Checks require two signatures
 - Keep the check signature form up to date with the bank (1st Bank at the Meadows)
- Maintain email/phone list of HOA members
- Provide proposed annual budget to the HOA Board for revision/approval.
- Provide hard copies of annual budget to the HOA general meeting.
- Provide hard copies of the email/phone number list at general meeting.
- Maintain relationships with our vendors.....
 - Snow Removal (Oct 1 through April 30th)
 - Sign annual contract. If changes.... notify the board

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- Pay invoices by check.
- Landscaping (Currently Torii)
 - Contract is for two years.... sign for renewal.
 - Pay monthly invoices March 1 through November 15.
- Tree Trimming (Currently using Blue River Forestry)
 - Note: no contract..... call as needed.
- Xcell (lights for sign and sprinkler meters)
 - Bills are on auto pay
- Boulder water
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 - Actually only use water for four to five months a year.
- State Farm Liability Insurance
 - Pay annual bill via check
- Pay, via check, any miscellaneous costs throughout the year:
 - State incorporation fees (two)
 - Tree trimming in the park areas
 - Mulch, etc. for park cleanup day.
- File state tax report annually.
- File annual reports (two) with the state.
- Respond to realtors requests when homes are sold.
- Coordinate with web master (Emily Goodin) if any changes are needed to the web site.
 - Ex: names of new board members.

Secretary:

- *Mail/deliver notices of general meetings to all members.*
 - *Must be hard copy*
 - *Note: Lois/Andy used to do this by following the mail man and putting them in mail boxes.*
 - *Include a proxy form with all general meeting notices.*
 - *Need to verify.... various people have done this in the past.*
- Take minutes at all meetings
- Send minutes to the board members for review.
- Managing the logistics of the general meeting
 - Track proxy's
 - Take minutes
 - Verify that we have a quorum.

Web Site Maintenance and Support:

- Emily Goodin is the current Web Master
 - She posts minutes from all meetings to the web site.
 - She prefers the documents to be in PDF format.
 - Is the contact with GoDaddy.com; the hosting site (around \$400 for four years)