

LMHOA Board of Directors Roles and Duties

The Board is comprised of an odd number of non-paid volunteers who must be members in good standing in the association. Board positions are filled by means of the election process which takes place at the annual meeting, traditionally held in late January. Any member in good standing is welcome to run for a position on the board. The roles below are elected positions for the board, by the board. Elections take place during an organizational meeting, held within 10 days after the annual meeting.

All members of the board are Directors, but the following titles are Officers: the President, the Vice President, the Secretary and the Treasurer.

THE PRESIDENT Shall preside at all meetings of the members and of the board, shall have supervision over the affairs of the association and other officers, shall sign all written contracts, and perform all of the duties incident to this office which may be delegated from time to time by the board.

THE VICE-PRESIDENT Shall perform all of the duties of the President in his or her absence, and such other duties as may be required from time to time by the board.

THE SECRETARY Shall issue notices of all Board of Directors' meetings and all meetings of the lot owners, shall attend and keep the minutes of same, shall have charge of all of the association's books, records and papers, except those kept by the Treasurer.

THE TREASURER.

Shall have custody of the association's funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the association, and shall deposit all monies and other valuable effects in the name of and to the credit of the association in such depositories as may be designated from time to time by the board.

Shall disburse the funds of the association as may be ordered by the Board of Directors in accordance with the By-laws, making proper vouchers for such disbursements, and shall render to the President and board at the regular meetings of the board, or whenever they may require it, an account of all of transactions and of the financial condition of the association.

Shall collect the assessments and shall promptly report the status of collections and of all delinquencies to the board.

Shall give status reports to potential transferees on which reports the transferees may rely.

THE LAKE DIRECTOR: Monitors the health and status of both the large and the lower lakes and takes action to prevent and/or solve problems. Coordinates with Lake Mandarin Villas and Andover Place associations regarding any lake issues or concerns.

THE PARK DIRECTOR: Keeps the amenities of the park in good order.

THE SOCIAL DIRECTOR:

Organizes community events such as community garage sales, picnics, events in the park, national night out.

Chairs the Welcome Committee and welcomes new homeowners and renters with a package.

Places holiday decorations throughout the community.

THE NEIGHBORHOOD COORDINATOR:

Coordinates information and training for block captains

ARCHITECTURAL REVIEW COMMITTEE:

Conducts exterior home inspections in the spring and fall and informs homeowners of needed repairs or adjustments.

Investigates any requests from association members for changes and recommends to the board the approval or denial of architectural applications.

The ARC is responsible for the architectural integrity of the association. In this capacity, the committee is the protector of our interests in the overall appearance and property values of our homes.

SAFETY AND SECURITY:

Attends the monthly meetings of the Sheriff's Advisory Council (ShAdCo) for Zone 3.

Reports findings from the meetings to the board at subsequent meetings.

Keeps the Neighborhood Watch certification up to date.

GROUPS AND COMPLIANCE:

Responsible for the upkeep and maintenance of all common areas except the lakes and the park.

Focuses on the appearance of the front entrance.

Inspects all residences for violations of the Covenants and Restrictions at least once a month (parking, yard maintenance, mailboxes, etc.)

Reports to the board the findings of these inspections and recommends action to correct the violation(s).

STREETS AND DRAINAGE:

Inspects all streets at least twice a year.

Notifies the board of potential drainage issues such as clogged drains.