

BOARD OF TRUSTEES AND COMMITTEE CHAIRPERSON RESPONSIBILITIES

PRESIDENT

- Plans Agenda and presides over BOT Meetings
- Maintains file of records, information, correspondence
- Recruits new Committee Chair people and BOT officers to vacated positions and submits these names for BOT approval
- Participates on negotiation teams for major contracts
- Oversees with Legal Committee (LC) government permits and government report
- Provides requested documents for real estate transactions
- Serves as the official contact person to the BOT for all outside inquiries, i.e. real estate transactions, etc.
- Serves as member of Legal committee
- Distributes keys to homeowners

VICE PRESIDENT

- Plans and presides over BOT
- Maintains file of records, information, correspondence
- Stands ready to serve on matters at the President's request

TREASURER

- Supervises SRCA budget, annual audit, bank accounts, investments, and maintains financial records
- Submits annual budget to BOT
- Formalizes long range financial planning with BOT
- Submits monthly financial report
- Audits vendor invoices and transports them to accounting firm
- Collects late dues
- Ensures that SRCA account balances to conform with federal law
- Audits federal and state taxes and tax payments
- Audits insurance coverage and charges
- Supplies appropriate data to escrow companies

RECORDING SECRETARY

- Approves and signs appropriate corporate documents
- Records minutes of BOT meetings
- Forwards final minutes and Monthly Financial Reports to Admin for posting on website and electronic storage
- Files hard copy of approved minutes in clubhouse files

ARCHITECTURAL COMMITTEE (AC)

- Plans Agenda and presides over AC meetings
- Maintains file of records, information, correspondence
- Recruits members for and manages AC
- Ensures AC actions are in compliance with the CCR's
- Recommends Architectural Guidelines changes to the BOT

- Communicates and advises SRCA of required approvals for modifications to homeowners' yards and structures including all roofing, fencing, exterior paint
- Addresses homeowners' architectural inquiries
- Advises homeowners of decisions of AC
- Painting (See [Home Improvement Tab](#))

CLUBHOUSE MANAGER DUTIES:

- Homeowners must use the "Clubhouse Use Request Form" to schedule an event. Should conflicts arise, help to resolve them.
- Reviews the Clubhouse Rules and recommend changes to the BOT.
- Monitors the Cleaning Contract and recommends adjustments when required.
- Informs the BOT of needed repairs and conditions.
- Maintains an inventory of consumables (cleaning supplies, paper products, etc.)
- Contacts the BOT President in case of an emergency.
- Prepares budget estimates and submits to the BOT.

POOL MANAGER DUTIES:

- Reviews Pool Rules periodically. Recommends to the BOT changes needed to comply with Washington State requirements.
- Ensures homeowners who use the pool understand the rules and comply.
- Coordinates with Aquacare regarding pool maintenance according to annual contract.
- Informs the BOT of needed repairs and conditions.
- Prepares budget estimates and submits to the BOT.
- Maintains pool to meet standards for annual PIERCE COUNTY Inspection.
 - Tests the water daily to make sure pool is filled.
 - Checks the following:
 - ✓ Clip board in pump room to ensure we are taking a daily reading and adding chemicals
 - ✓ Sign-in sheets to ensure swimmers are signing in / out
 - ✓ PIERCE COUNTY pool rules are visibly displayed
 - ✓ Red phone is in working order with address posted above
 - ✓ Lifesaving pole is visible and accessible
 - ✓ Accident Report Forms are accessible
- Opens pool in AM
- Closes pool in PM.
 - ✓ Turn off lights in bathrooms, dry up pools of water
 - ✓ Close any open umbrellas
 - ✓ Return any toys or loungers to spa room
 - ✓ Lock spa door and pool gates

COMMUNICATIONS & TECHNOLOGY COMMITTEE (C&TC)

- Plans Agenda and presides over C&TC meetings
- Maintains file of records, information, correspondence
- Prepares and submits annual budget to SRCA BOT
- Recruits members for and manages C&TC
- Improves communication by updating available technology
- Oversees Website Admin (WA)
 - Receives and enters data on website

- o Manages information according to admin manual
- o Maintains registration of domain name and hosting
- o Updates site weekly

LANDSCAPE MANAGEMENT (LM)

- Reports landscaping status/activities at BOT meetings
- Ensures LM actions are in compliance with the CCR's
- Maintains file of records, information, correspondence (weekly log/sprinkler repairs)
- Recommends LM Guideline changes to the AC/BOT
- Schedules and monitors irrigation start up/shutdown each season. Certify backflow prevention at end of season and provide documentation to City of Gig Harbor
- Ensure weed control/pruning/fertilizing/moss control is completed bi-annually or per contract
- Coordinate spraying of cherry trees along Erickson as needed
- Coordinates with AC regarding required approvals for landscape modifications and changes.
- Addresses homeowners' landscape inquiries, requested repairs and issues

LEGAL COMMITTEE (LC)

- Maintains file of pertinent records, information, correspondence
- Informs BOT of issues requiring legal attention and estimated cost
- Manages relationship with law firm which advises and represents SRCA
- Reviews and manages changes to the Community Covenants, Conditions, Restrictions and Reservations and the SRCA Bylaws
- Reviews and confirms that residents' actions are within the guidelines of the CC&R's and SRCA Bylaws

SAFE & SECURE COMMITTEE (S&SC)

- Plans Agenda and presides over S&SC meetings and programs
- Maintains file of pertinent records, information, correspondence
- Recruits members for and manages SSC
- Trains and educates residents in responses to natural disasters
- Manages Emergency Contact Information (located in locked file in clubhouse, SRCA files)