

KWPOA Organization Overview

October 14, 2020

Associa / HCMS
<i>Provides Bookkeeping and Accounting</i>
<i>Coordinates Service Contactors</i>
<i>Provides financial reports</i>
<i>Performs DCCR compliance inspections and issues violation notices</i>
<i>Acts as Secretary for Annual Meeting</i>
<ul style="list-style-type: none"><i>Creates Attendance Roster</i>
<ul style="list-style-type: none"><i>Collects proxies / verifies quorum</i>
<ul style="list-style-type: none"><i>Collects nominations and assist with annual election</i>
<ul style="list-style-type: none"><i>Drafts annual meeting minutes</i>

President
<i>Leads communication with Associa</i>
<i>Presides over & conducts meetings</i>
<i>Ex-officio member of all committees</i>
<i>Treasurer back-up</i>
<i>Authority to Bind Contracts</i>

Vice-President
<i>President back-up</i>
<i>Leads Architectural Control Committee</i>
<i>Authority to Bind Contracts</i>

Treasurer
<i>Drafts Annual Budget</i>
<i>Approves Disbursements</i>
<i>Assesses planned vs. actual expenses</i>
<i>Reviews contracts and capital expenses</i>
<i>Coordinates financials with Associa</i>
<i>Authority to bind contracts</i>

Secretary
<i>Holds Corporate Seal</i>
<i>Maintains Owner Roster</i>
<i>Sets meeting schedule and agenda</i>
<i>Records meeting minutes</i>
<i>Provides meeting notice</i>
<i>Authority to bind contracts</i>

Architectural Control Committee
<i>Review change requests from Owners</i>
<i>Identifies concerns and reports to BOD</i>
<i>Suggests landscaping improvements for common areas</i>
<i>Monitors landscaping contractor</i>
<i>Vice-President Leads this committee</i>

Director At-Large 1
<i>Serves BOD via informal roles</i>
<i>Provides back-up to BOD</i>

Director At-Large 3
<i>Serves BOD via informal roles</i>
<i>Provides back-up to BOD</i>

Director At-Large 2
<i>Serves BOD via informal roles</i>
<i>Provides back-up to BOD</i>

Project Manager
<i>Develops project scope</i>
<i>Solicits bids for BOD approval</i>
<i>Liaison with Associa to setup approved contractor for payment</i>
<i>Coordinates Contractor(s)</i>
<i>Approves Contractor(s) work</i>

Webmaster
<i>Updates and maintains KWPOA internet presence</i>
<i>Monitors liscensing and renewals</i>
<i>Provides BOD access to kirbywoods.com</i>

Clubhouse Rental Liaison
<i>Manages rental calendar</i>
<i>Colects fees and forwards to Associa</i>
<i>Collects/refunds security deposit</i>
<i>Inspects property before and after events</i>
<i>Reports unresolved issues to BOD</i>
<i>Provides BOD access to kirbywoods.com</i>

Common Areas Oper. and Maint.
<i>Monitors conditions of assets and reports issues to BOD for resolution. Includes:</i>
<ul style="list-style-type: none"><i>Pool and pool systems (pump, lighting)</i><i>Clubhouse (HVAC, roof, paint, etc.)</i><i>Entry (lighting, cameras, sprinklers)</i><i>Perimeter fence (wood, brick, gates)</i>