

Carriage Crossing

Homeowners Association

Board of Directors and Committee Overview



Board of Directors

- There are nine positions for directors on the Carriage Crossing Homeowners Association Board. Officers will be chosen among those nine. Committee members and/or chairs do not have to be a board member to serve. The volunteer positions for officers, board members, committee chairs and members are the only way we have of conducting the responsibilities of the Association without having to contract out certain duties and possibly raising our homeowner's dues.
- The main functions of the Board are to prepare a budget and set dues and/or fees to cover expenses we incur as an association, enforce the collection of the dues and any assessments in accordance with the CCHA by-laws, maintain the entries and other common areas owned that are required to be maintained by the Association, ensure the exterior is maintained in an appropriate manner so as not to jeopardize the value of property, and to protect and enforce all restrictive covenants.



Board Officer Roles

President

- The President shall preside at all meetings of the Board; shall see that orders and resolutions are carried out, shall sign all leases, mortgages, deeds and other written instruments and may co-sign all checks. The President may also exercise the duties of Treasurer in the event of his/her absence or inability to act.

Vice-President

- Shall act in the place and stead of the President in the event of his/her absence, inability or refusal to act and shall perform other duties as may be required of the Board.



Board Officer Roles (continued)

Treasurer

- It is the responsibility of the Treasurer to maintain the account record keeping, pay bills, send out statements, prepare dues letters requested by title companies and prepare reports for the Board of Directors. The Treasurer shall receive and deposit in appropriate bank accounts all monies for the Association and disperse funds as directed by resolution of the Board; shall sign all checks and keep proper and complete books of account; and shall prepare an annual budget and annual statement of income and expense to be presented to the membership at its annual meeting.

Secretary

- The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board, maintain the corporate seal of the Association and affix it to all papers requiring such seal, serve notice of meetings and keep current records of all members of the Association and their addresses.



Committee Functions

Architectural

- This committee is responsible for examining any plans for property improvements (e.g., fences, patio covers, pools, decks, additions, satellite dishes, and storage buildings) and to ensure that all improvements meet the restrictive covenants of the Association, which will only enhance the value of homes in the subdivision. The homeowner's should submit a written description and/or sketch of his/her project to the committee for review at least two weeks prior to initializing work on their project. Each approved project will receive a letter documenting such approval. That approval letter does not negate any city requirements such as obtaining a building permit.
- The architectural committee also administers the friendly reminder letter program, which involves sending letters to property owners whose home or lots require attention. Items noted could range from house painting and yard maintenance to violations of city codes. It is important the committee members become familiar with the restrictive covenants of each phase of Carnage Crossing and city codes so the Association can enforce the restrictive covenants consistently and fairly. A separate restrictive covenants committee was formed in 2010 by the board to research the consolidation of the covenants.



Committee Functions (continued)

Entry/Greenbelt

- This committee is responsible for the upkeep and maintenance of each entry and associated common spaces, including the greenbelt area. This involves obtaining bids each year for lawn care, managing the contract with the lawn maintenance company and maintaining the sprinkler systems, plants, trees, fences, lights, signs and flags.

Membership

- This committee is responsible for maintaining, publishing and distributing a current directory of the homeowners in Carriage Crossing. This includes obtaining names, addresses and telephone numbers of new residents and updating the existing property owner database.



Committee Functions (continued)

Nominating

- This committee is typically formed prior to each annual meeting to recruit potential candidates for the Board of Directors. This committee can also be tasked to recruit volunteers for the various committees. In recent years, the Board itself has taken on the responsibility of this committee.

Social

- This committee is responsible for planning and coordinating all special events sponsored by the homeowners' association, including the Yard of the Month.



Committee Functions (continued)

Newsletter

- The members of this unofficial committee are responsible for preparation of the newsletter, which is designed to help new members become familiar with the homeowners' association and its purpose, keep all members informed on the activities of the Association and alert them of all upcoming events of interest. The Board welcomes members' contributions to the newsletter.

Website

- This committee is responsible for maintaining and updating the homeowners' association website. The website was designed not only for residents of Carriage Crossing but also for the public, particularly those who may be interested in moving into our neighborhood.

