

GOHA JOB DESCRIPTIONS

GOHA PRESIDENT

1. Ensures that the community associations actions specified in the Virginia Property Owners' Association Act and the Nonstock Corporation Act are taken. Actions in summary form and the GOHA Board Director responsible for them are:

- Keep adequate records of GOHA operations and make them available to the homeowners for inspection (Secretary);
- Provide GOHA Disclosure Packets to homeowners wanting to sell their homes (Treasurer);
- Enforce the rules and regulations specified in the GOHA Declaration and Bylaws (Each director); and
- Develop the GOHA Annual Report, provide copies of it to the homeowners, and file it with the Real Estate Board (President and Secretary);

2. Ensures that the actions specified in the GOHA Bylaws are taken. Actions in summary form and the GOHA Board Director responsible for them are:

- Maintain the Declaration, Articles of Incorporation, Bylaws, books, records and papers of the Great Oaks Homeowners Association at the principal office of the association, available for inspection by any GOHA member (Secretary);
- Formally appoint (by Board Vote) a Nominating Committee (Chairman and two or more GO members) in November to serve until the close of the next annual meeting (President);
- Hold the GOHA Annual Meeting at 8:00 P.M. on the third Monday of September, notifying each person entitled to vote by mail no earlier than 30 days and no less than 15 days in advance (President and the Director appointed Nominating Committee Chair);
- Ensure that elections to the Board of Directors is conducted by secret written ballot (Director appointed Nominating Committee Chair);
- Hold monthly Board of Directors Meetings at the same place, day and hour as fixed by Resolution of the Board (Secretary);
- Preside at all meetings of the Board of Directors, ensuring that the orders and resolutions of the Board are carried out (President); and
- Sign all leases, mortgages, deeds and other written instruments and co-sign all checks (President)

3. Monitors the list of Annual GOHA Tasks, and ensures specified actions are taken by the appropriate director/committee chair, initiating any necessary preliminary actions far enough in advance to facilitate effective execution of the action.

4. Oversees the operations of the Directors and Committee Chairs and resolves any conflicts that arise.

5. Ensures that the Board of Directors adhere to the following principles:

- Remember that the collective wisdom of the Board is inferior to the wisdom of the majority of the homeowners. (The Board must do what the majority of the homeowners want us to do.)
- Take only those actions which are in the best collective interest of the homeowners and when their interest is in doubt, obtain their views through the process specified in the GOHA Declaration and By-laws.

- Conduct all business in the open and according to the GOHA Declaration and By-laws, and Virginia law.
- Do not deviate from the rules specified in the GOHA Declaration and By-Laws by which the Board must conduct its business. If those rules are cumbersome, recommend changes to the homeowners and seek their approval through the formal change process articulated in the GOHA Declaration and By-Laws, and the principles in Virginia law.
- Keep the homeowners informed in a timely manner.

VICE PRESIDENT

1. Perform the duties of the President in his/her absence.
2. Issue an updated GOHA Telephone Directory annually in December.
3. Coordinate and consolidate the GOHA Newsletter monthly within 10 days of meeting. Forward to President for reproduction and distribution.
4. Coordinate the December holiday decorations at the entranceway.
5. Coordinate parking control on July 4th.
6. Develop the GOHA History.
7. Chair the Nominating Committee.

SECRETARY

1. Record minutes of all scheduled and special meetings of the Board. Type, edit, and distributes minutes for approval of the Board.
2. Remind Board members to submit monthly reports with appropriate number of copies if possible for distribution to other Board members.
3. Type and distribute Agenda to Board members prior to Board meetings.
4. Maintain a list of absentee owners and mail newsletters, directories, and other pertinent items to these homeowners and to the Management Company.
5. Compose, type, and mail letters as appropriate and as requested by the President.
6. Maintain current records for easy access by Board members and homeowner's usage. Coordinate with Historian and other appropriate Board members to establish and maintain a logical and orderly method of retrieval.
7. Receive and file appropriately documents and materials, (i.e. Association magazines, letters from homeowners, legal documents)
8. Update Board notebooks as needed.
9. Prepare and display the sign board for community wide notices of upcoming events.
10. Notify our insurance company, towing contractor, Management Company, and the Community Association Institute of changes in the membership of the Board of Directors.

TREASURER

Treasurer accountability and tasks, including event dates when applicable. The Treasurer is an officer of the Corporation. This has certain legal ramifications, none of which are spelled out here. Some of the duties identified below are prescribed by the law of the State of Virginia.

Duties related to revenue generation and collection:

1. Treasurer sends annual billing to each member. The billing consists of a letter and an attached coupon sheet. This letter is due to all members 30 days before the first bill is due, which is Jan 1 of each year. Therefore, this letter must be issued no later than Nov 25 to insure receipt by Dec 1.
2. Treasurer is responsible for collecting dues. We maintain an internal, unpublished set of invoices that are created for the purpose of keeping track of receivables. When a homeowner payment is more than 30 days late, treasurer sends a first notice. After 60 days, a second notice is sent which includes a Finance Charge. Currently the Finance Charge is set at 8% per year, or 2% per quarter.
3. It has been our custom to sell sets of mailing labels to anyone that wishes to use them for other than Board of Directors business. At the time of this writing our price for a set of mailing labels is \$10.00.
4. Treasurer maintains the Capital Reserves in two accounts, namely a money market account and a Treasury Bill account. These two accounts are the interest bearing instruments for the money that is held for Capital Reserve.

The Money Market account is similar to a checking account. Deposits are made using a Deposit Ticket, with the number of the account on the ticket. Withdrawals are made by transfer of funds to the checking account. This account carries a lower interest rate than the T-Bill account.

The T-Bills are the higher interest rate account of the two Capital Reserve accounts. We currently are investing only in 6 month T-Bills, which come due in November and May. There are people at Riggs bank that handle the T-Bills for us, and take their direction from the Treasurer. These people are in the Money Desk department. There is a fee for their activity, which is \$60 each in November and May (in 1998). The treasurer instructs them as to;

- * how much to invest in T-Bills, including rollover's when they occur,
- * how much from the Money Market shall be added to the rollover, if any,
- * the type of T-Bills we are purchasing, e.g., 3 months or 6 months,

The rollover must be recorded properly in the Capital Reserve accounts, showing interest earned.

Treasurer is authorized to move money between Capital Accounts without specific board authorization. A report on the rollover is delivered either at the meeting before the rollover, or the meeting after the rollover and new investment has been done.

5. Treasurer is responsible to deliver disclosure packets, (legally called "resale certificates") to homeowners that are selling their homes, i.e., to the seller of a home. The disclosure packet must be delivered within 14 days of a written request. This requirement is spelled out in the Virginia Property Owners Association act, Section 55-512 and the Virginia Condominium act, Article 4, Section 55-79.97.

We sell the disclosure packets to the selling homeowner. According to the Virginia Property Owners Association Act, Section 55-508, a reasonable fee can be charged for the packets, not to exceed \$100.

Additional requirements exist for events other than sale;

- * as disposition of a lot as a gift,
- * disposition of a lot pursuant to a court order,
- * disposition by foreclosure or deed in lieu of foreclosure
- * disposition of a lot that is zoned or otherwise restricted to non-residential use
- * disposition of a lot to a person that is not acquiring it for his own residence.

The treasurer must be familiar with these requirements to react properly as events occur.

It is up to the seller, not the Association, to deliver the disclosure packet to the buyer. If the resale certificate (disclosure packet) is not delivered to the purchaser, then the purchaser can, at purchaser's option, void the purchase contract.

The disclosure packet consists of;

1. The name of the association and the fact that it incorporated in Virginia, and the name and address of its registered agent which is the Treasurer.
2. The Virginia Association of Real Estate Board certificate containing GOHA's registration number and date of registration with the Real Estate Board. The certificate is issued in February.
3. A copy of the current articles of incorporation, declaration, bylaws and handbook which contains the rules and regulations, and architectural guidelines promulgated by the association. These documents include a statement setting forth restrictions, limitations and prohibitions on the right of a lot owner to place a sign on the owner's lot advertising the lot for sale.
4. A copy of the association's current budget or a summary thereof, and a copy of its statement of income and expenses or statement of its financial condition for the last fiscal year for which such statement is available; we have included the financial statements as issued at the annual meeting. This will change at the end of the year, and we will include the final financial statements for the fiscal year, (which is also the calendar year).
5. A statement, including the amount of all assessments and any other mandatory fees or charges currently imposed by the association applicable to the lot being purchased and to the right of use of common areas, and the status of the account; This item is written uniquely for each property, and is based on the current billing status for that property.
6. A statement whether there is any other entity or facility to which the lot owner may be liable for fees or other charges;
7. A statement of any capital expenditure anticipated by the association within the current year and, where available, the two succeeding fiscal years. This will be the Long Term Capital plan once that plan has been approved by the Board.
8. A statement or a summary of the status and amount of any reserve or replacement fund and any portion of the fund allocated by the board of directors for a specified project; This is included in the financial statements.
9. A statement of the nature of any pending suit or unpaid judgment to which the association is a party which either could or would have a material impact on the association or its members or which relates to the lot being purchased;
10. A statement setting forth all insurance coverage, including any fidelity bond, maintained by the association;
11. A statement as to whether any notice has been given to the seller that any improvement or alteration made to the lot, or uses made of the lot or common area assigned thereto, are in violation of any of the instruments referred to in subdivision 2 of this subsection. This information is obtained from the Architectural Chairman.

Duties related to the State of Virginia and other governmental agencies;

1. Treasurer is responsible to send in the annual registration for a non-profit corporation to the State Corporation Commission along with any charges due. Notification of this requirement is received from the State Corporation Commission and is sent back during August.
2. Treasurer is responsible for filing the annual report as prescribed by regulations of the Real Estate Board. This requirement is set by section 55-516 of the Property Owners Association Act. Notification of this requirement is received from the state and it is returned and paid in February to the State Treasurer.
3. Treasurer is responsible for having the annual tax returns completed and filed for both the Federal and State governments. This activity starts after the end of the calendar year. However, if the association becomes liable for taxes, the Treasurer will be responsible for filing quarterly estimated tax payments.
4. As in any corporation, the Treasurer must maintain a record of all income and expenses. All checks paid out need to have a source document that proves they are incurred on behalf of the community. This requirement
 - satisfies the needs of any homeowner that wishes to assure themselves that spending is honest and for the good of the community,
 - satisfies the record keeping requirements of the state and federal tax authorities
 - satisfies our accountant who is responsible for preparing our tax returns, and auditors who check on the validity of our activities.

- meets the legal requirements of fiduciary and fiscal responsibility

Duties related to the Board:

1. Treasurer prepares a monthly statement to the board. This statement includes;
 - Balance Sheet
 - Income Statement for Year to Date
 - Budget for the year. The budget is not a fixed instrument, and can change as required by the Board during the year. The budget report is needed when the budget has changed, and is not needed otherwise.
 - report on spending versus budget for the year.
2. Treasurer prepares the annual statement for the homeowners annual meeting. Annual statement includes the Balance Sheet, Income Statement (P&L report), and the annual budget. This is accompanied by notes to the financial statements, including specifically, a schedule of Capital Improvements. This schedule is currently known as the Long Range Capital Plan.
3. Treasurer is responsible for organizing and maintaining the annual budget. The draft budget for the following year is prepared for the November meeting, and final approval is scheduled for the December meeting. The budget for each Director is generated by the accountable Director and approved by the Board. The budget numbers are included in the P&L budget prepared using our accounting system.
4. Treasurer develops and maintains the procedure for reimbursement of expenses to GOHA volunteers, such as board members, block captains and individual citizens in the community. This procedure uses a GOHA expense form for requesting advances and expense reimbursements. This same form is also used by Board members for signifying approval of vendor bills as described below.

If a citizen expends funds on behalf of a project authorized by a board member, it is necessary that the board member provide the citizen with an expense form to submit expenses.

Duties related to spending money:

Treasurer is responsible for paying the bills, and maintaining the records of how the bills are paid. Bills are paid once a month, at the end of each month. It is the responsibility of the Directors to let their vendors know that we pay bills at the end of each month.

All bills are classified as falling within the responsibility of a single Officer or Director on the Board. There are several types of bills.

1) Bills that are authorized at the start of each fiscal year, or approved in the budget, and are automatically paid with no further input from the board. These include the utility bills, including electricity, water and telephone. In each of these cases the vendor sends us a monthly bill due at the end of the month. The vendors are Virginia Power, City of Fairfax Water and Sewer, and Bell Atlantic. These contracts and the responsible directors are;

Street Lights (Maintenance)
Front Sign Lights (Maintenance)
Pool Electric use (Pool)
Pool Telephone (Pool)
Water (Pool)
Water and Sewer (Landscape)

2) Bills that are based on an annual contract. Annual and recurring contracts are let by each of the directors on the board in their area of accountability. The individual Director selects the Vendor each year. The terms of the contracts are negotiated by the individual directors and approved by the board. The vendor then bills GOHA monthly for payment. Billing should go to the Director. It is the responsibility of the Director to approve these invoices and forward them to the treasurer for payment. The same form that is used for expense reimbursement is attached to the invoice by the Director and used to authorize these payments. These contracts and the responsible directors are;

Snow Removal – (Maintenance)
Pool Maintenance - (Pool)
Pool Lifeguard - (Pool)
Grounds maintenance – (Landscape)
Legal - (President)
Accounting – (Treasurer)

Bank – (Treasurer)
Liability Insurance – (Treasurer)
Directors and Officers Insurance-(Treasurer)
Communications - ?

3) Bills that are incurred for “one-time” services or products. These are the most frequent bills. These bills include spending for projects that have been authorized by the board, but are one time events, i.e., not part of an annual contract. Examples over the last year have included sidewalk repair, storm drain repair, Fixed Asset improvements and replacements such as the Asmall wall”, tree plantings, Dri-Dek additions to the pool, legal letters requested by Architecture and by the Treasurer, printing at Kinko's or Staples, etc.

In each case the bill is given to the Treasurer by the responsible director on an expense form, with receipts attached. If the bill is too large for the individual director to pay and expect reimbursement, the director should ask the vendor to provide an invoice. That invoice is attached to an expense authorization form, and we pay the bill directly to the vendor.

Duties related to the community:

1. Treasurer maintains the current official record of the names and addresses of the homeowners in the community. This list is used both for billing purposes and for determining who has the right to vote at any given time.

To maintain this record, the Treasurer requests/requires that the settlement house that handles a sale of a property in the Great Oaks community forward a copy of the HUD-1 or HUD-1a, i.e., the settlement statement. This lists the buyer and seller, and the date of the transaction.

Absent this statement, we have had difficulty determining who is the actual owner of a home. The backup is to review the county records, however, they are late in publishing and take more time to get, since it is necessary to go to the county office building to find the record.

All settlement agents ask for the status of the home when doing the settlement, and it is easy to require that they provide the settlement statement when agreeing to fax the information they need.

2. Treasurer is the keeper of the PO Box keys, and is the primary person responsible for obtaining mail sent to the PO Box. This duty is now shared with the Vice President. After picking up the mail at the PO Box, the Vice President will distribute the mail to each affected Director.

3. Treasurer is point of contact to the Community Association Institute, and maintains the list of contacts for that association.

Duties related to planning:

1. The treasurer is responsible for development and maintenance of the long term capital plan. This is the plan whose objective is to list all “capital assets” of the community, their cost and depreciation schedules, their expected life cycle and expected cost of replacement. This task is managed by the Long Term Planning Subcommittee.

As assets are replaced they are moved from the schedule that accompanies the financial statements as notes, to the list of Capital Assets on the Balance Sheet.

Over time the life estimate of an asset may change based on maintenance work done by a project undertaken by a responsible director. When this happens, the long-term plan must be updated to reflect the change.

2. As new assets are purchased they are added as Fixed Assets and listed on the Balance Sheet. Once on the Balance Sheet, the treasurer, in conjunction with the responsible director, must record depreciation for the asset, and assure that there are sufficient capital reserve funds to meet the requirements set by the board for Capital Replacement.

3. Treasurer is responsible for filing 1099-Misc forms for independent contractors that have worked for GOHA.

POOL COMMITTEE CHAIRMAN

- (1) Developing a proposed annual budget for the pool.
- (2) Recommending to the Board a pool contractor for the coming year, and to that end, developing and chairing a committee of homeowners who will seek bids from pool management companies and evaluate those bids for presentation to the Board;
- (3) Overseeing the operation of the pool by the contractor chosen by the Board;
- (4) Acting as contact person with the pool management contractor on day-to-day operations (which involves, among other things, decisions regarding opening or closing the pool under other-than-ordinary circumstances);
- (5) Recommending to the Board necessary or desirable repair/refurbishment of the pool and its facilities. After the Board approves such work, he/she shall develop and chair a committee to seek and evaluate bids from contractors for presentation to the Board with his recommendations.
- (6) Developing capital projections for the pool and its facilities.

SECURITY/COMMUNITY LIASION DIRECTOR

- (1) Overseeing the administration of the Block Watch and providing a conduit for this group to present any issues or concerns to the GOHA Board of Directors
- (2) Overseeing the administration of the Block Captains and providing a conduit for this group to present any issues or concerns to the GOHA Board of Directors
- (3) Monitoring activities of the Fairfax City Council and government and bringing any items of relevance to the attention of the GOHA board and GOHA community
- (4) Ensuring any items/issues that the board determines need attention from the City are addressed as appropriate
- (5) Other duties as assigned by the GOHA board

ARCHITECTURAL CONTROL COMMITTEE (ACC)

Under Article VII of the GOHA Declaration, the Architectural Control Committee has the responsibility and authority to adopt and promulgate reasonable rules and regulations regarding the administration, interpretation, and enforcement of the provisions of the declaration. The committee must be appointed by the Board and consist of at least 3 people. The chairman has the responsibility to:

1. Conduct periodic surveys of the residences of Great Oaks and to contact in writing the owners to address out-of-compliance situations of their property. This includes, but is not limited to:
 - Residence exterior (painting, siding, garage door, lighting, gutters, windows)
 - Landscape, shrubbery, trees, lawns
 - Fences and retaining walls on private property
 - Mail boxes and debris
2. Respond to all requests for exterior changes to residences and property in a timely fashion. Keep accurate written records of all such requests by lot number (or address) and whether or not they were approved. This includes, but is not limited to:
 - New walk ways (ex: changes from current walk to brick or stone)
 - Addition of or changes to a side walkway

- Addition/ reconfiguration of decks and patios
- Change in exterior house colors
- Wooden curbing or retaining walls
- Replacement of garage doors, front doors, exterior lighting, windows, and roofs

3. Complete pre-sale inspections (needed for the resale packages) as quickly as possible when requested.
4. Maintain the color palette of approved exterior colors for Great Oaks homes.
5. Assist homeowners in understanding City regulations and ordinances regarding exterior changes to individual properties, particularly in response to requests for decks and patios.
6. Ensure that GOHA members understand their responsibilities to the community as set forth in Article VII of the Declaration.

LANDSCAPE

1. Maintain and enhance the natural beauty of Great Oaks by planning, submitting and executing a budget and encouraging volunteer support for those initiatives that add the most value to our community.
2. Constitute a Landscape Committee to develop and pursue initiatives to maintain and enhance the beauty of our community.
3. Prepare a “request for proposal” for an annual contract to maintain and enhance the attractiveness of our common ground areas and send to several prospective contractors. Submit recommendations to the Board of Directors for approval.
4. Maintain the survey plats of the entire community and the individual lot surveys.
5. Develop an annual operating budget for landscape work and identify projects for expenditure of capital reserves. Plan and prioritize projects to be executed and update periodically.
6. Respond to emergency situations that effect the community.
7. Periodically inspect the natural assets located on common ground to determine if any additional care or attention is needed to ensure the safety of the community as a whole.