

GLENSHIRE DEVONSHIRE RESIDENTS ASSOCIATION

BOARD OF DIRECTORS

JOB DESCRIPTION

REVISED 03.30.2021

A Directors primary responsibility is to protect and enhance the quality of life and property in Glenshire-Devonshire by making decisions that support a connected and healthy life for Association residents.

Directors serve without compensation. The Board's authority includes all of the powers and duties enumerated in general law, as long as these powers are not inconsistent with the provisions of the documents governing the association.

A Director will make policies that are carried out by the officers and agents of the Glenshire-Devonshire Association. Decisions on policies are made in accordance with the Vision, Mission and Guiding Principles of the GDRA.

The Vision is to support a high quality, connected, healthy life for all residents.

The Mission is to protect and enhance the quality of life and property in Glenshire-Devonshire.

Our guiding principles and the regulatory methods to achieve them are listed below.

1. Maintain all amenities to at least current standards

- Adopt and establish rules and regulations subject to the provisions of the Declaration, governing the use of the common Areas and Common Facilities within the Properties, and the personal conduct of the Members and their guests thereon, and take such steps as it deems necessary for the enforcement of such rules and regulations, including the imposition of monetary penalties and/or the suspension of the right to use any Common Areas or Common Facilities; provided notice and a hearing are provided as more particularly set forth in Article XII, section 6 of the Declaration. (Article IX, section 1)
- Enforce all applicable provisions of the Governing Documents relating to the control, management and use of the Lots, Common Areas and Common Facilities within the Properties. (Article IX, section 1)
- Contract for and pay for maintenance, landscaping, utilities, materials, supplies, labor and services that may be required from time to time in relation to the Properties. (Article IX, section 1)
- Exercise all powers vested in the Board under the Governing Documents and under the laws of the State of California. (Article IX, section 1)
- Contract for and pay for construction or reconstruction of any portion or portions of the Properties which have been damaged or destroyed and are to be rebuilt. (Article IX, section 1)
- Enter Lots as necessary, subject to the notice requirements of the Declaration, in connection with construction, maintenance or emergency repairs for the benefit of the Common Areas, Common Facilities or the Owners in common. (Article IX, section 1)

- Levy and collect Assessments from the Members of the Association in accordance with the Declaration and establish and collect reasonable user charges or fees for any or all Common Area recreational facilities (Article IX, section 1)
- Delegate its duties and powers hereunder to the officers of the Association or to committees established by the Board, subject to limitations expressed in section 1 of article X hereof. (Article IX, section 1)
- Appoint and remove all officers of the Association and the Association's general manager (subject to any contractual commitments which may exist); prescribe any powers and duties for such persons that are consistent with law, the Articles of Incorporation and these Bylaws; and, in the case of the general manager, determine his or her terms of employment, including compensation. Article IX, section 1)
- Repair, replace or maintain the common area (California law 4774 –a)

2. Plan for the future with strong financial reserves

- Prepare budgets and maintain a full set of books and records showing the financial condition of the affairs of the Association in a manner consistent with generally accepted accounting principles, and at no greater than annual intervals, prepare an annual financial report, a copy of which shall be delivered to each Member as provided in article XII, section 5 hereof.
- Establish sound fiscal policies and maintain accurate records
- Develop a workable budget, keeping in mind the needs, requirements and expectations of the community
- Establish reserve funds
- Act on budget items and determine assessment rates
- Collect assessments
- Authorize legal action against owners who do not comply with the rules
- See that the association is protected for the acts of all parties with fiscal responsibilities
- Open bank accounts and borrow money on behalf of the Association and designate the signatories to such accounts (Article IX)
- Purchase and sell interests in real and personal property, subject to restrictions on the sale or other encumbrance of real property owned by the Association and designated as Common Area (Article IX)
- Select an attorney, an auditor, insurance agent and other professionals for the association
- Provide adequate insurance coverage, as is required by the bylaws and local governmental agencies

3. Foster an engaged & connected membership

- Appoint such other committees as it deems necessary from time to time in connection with the affairs of the Association in accordance with article X hereof
- Attend and participate in Board meetings
- Inform members of important Board decisions & transactions
- Fill vacancies on the Board of Directors or in any committee, except for a vacancy created by a removal of a Board member

- 4. Consider new/upgrades to amenities if financially viable, supported by members and the impacts to community & natural environment are minimal**
- 5. Improve safety**
 - Bring and defend actions on behalf of the Members in common or the Association to protect the interests of the Members in common or the association, as such, so long as the action is pertinent to the operations of the Association, and assess the Members for the cost of such litigation. (Article IX)
- 6. Protect our natural environment**
 - Appoint such other committees as it deems necessary from time to time in connection with the affairs of the Association in accordance with article X hereof
- 7. Promote healthy living**
 - Appoint such other committees as it deems necessary from time to time in connection with the affairs of the Association in accordance with article X hereof
- 8. Improve trails and open space**
 - Appoint such other committees as it deems necessary from time to time in connection with the affairs of the Association in accordance with article X hereof