

## Alameda Southridge Owners Association Board positions and committees

### **Board of Directors - all Board members must read and understand the governing documents of ASOA, and sign a document attesting to their intent to uphold the best interests of the Association**

#### President – fiduciary to ASOA

- Sets the agenda for meetings
- Presides over quarterly Board meetings, and special or annual meetings
- Calls committees to action as necessary
- Has co-signing authority on ASOA checks
- Meets with prospective contractors as necessary to determine scope of work

#### Vice President – fiduciary to ASOA

- Conducts meetings in the absence of the President
- Carries out special assignments as requested by the President
- Chairs a committee
- Attends Board meetings, and special or annual meeting
- Participates in Board decisions

#### Treasurer – fiduciary to ASOA

- Oversees the cash flow of ASOA and reviews financial reports
- Has co-signing authority on ASOA checks
- Chairs a committee
- Attends Board meetings, and special or annual meeting
- Participates in Board decisions

#### Secretary – fiduciary to ASOA

- Records minutes of quarterly Board meetings, and special or annual meetings
- Attends Board meetings, and special or annual meeting
- May chair a committee
- Participates in Board decisions

#### Director – fiduciary to ASOA

- Member of the Board of Directors
- Attends Board meetings, and special or annual meeting
- May chair a committee
- Participates in Board decisions

## Alameda Southridge Owners Association Board positions and committees

### Committees

Neighborhood Watch – chaired by an ASOA Director or Officer

- Addresses security concerns of community residents
- Provides alerts to neighborhood when there is a security issue
- Monitors Neighborhood Watch signs
- Reports to the Board

Welcome – chaired by an ASOA Director or Officer

- Meets new resident owners and provides welcome gift and community packet
- Explains the role of ASOA and opportunities to participate in community
- Reports to the Board

Landscaping – chaired by an ASOA Director or Officer

- Oversees the maintenance requirements of the weirs and landscaping in community
- Plans the future needs and budget requirements for comprehensive maintenance
- Provides specifications and scope of work to prospective contractors when a request for proposal is made
- Reports to the Board

Covenants, Conditions & Restrictions (CCRs) and By-laws – chaired by an ASOA Director or Officer

- Recommends revisions or amendments as necessary to keep ASOA governing documents up to date with current needs and New Mexico HOA Act
- Recommendations made to the Board for final approval

Architectural/Design Review – chaired by an ASOA Director or Officer

- Receives and reviews all requests for approval on changes to the footprint, or major exterior modifications, or new construction on any property within the community
- Recommendations made to the Board for final approval

Flag – chaired by an ASOA Director or Officer

- Mounts appropriate holiday or American flags during patriotic or holiday periods
- Removes and stores flags at end of display
- Untangles flags during windy season
- Coordinates proper disposal and replacement of tattered flags