

LEAWOOD SOUTH HOMES ASSOCIATION

Board of Directors - Areas of Responsibility and Primary Duties

General Group Dynamic Expectations

- Attend monthly meeting on the first Monday of every month observing Robert's Rules of order to ensure harmonious discussions and progress in planning for the good of the neighborhood.
- Attend and support annual activities
- Commit to a 3 year term

President *(Preferable to have served on the board in another capacity for 2 years prior)*

- Oversee Board of Directors
- Plan & Conduct Monthly Meetings using Roberts's Rules of Order for discussion and voting.
- Coordinate Annual Meeting
- Respond to Leawood City issues and LS residents issues in a timely fashion

Vice President *(held in conjunction with one of the following positions)*

- Fill in during the presidents absence
- Assist with issue resolution

Secretary

- Take minutes at monthly meetings and annual meeting
- Distribute meeting minutes of prior month to the board by email 1 week prior to next monthly meeting for approval. The board will email corrections. keep notebook or file of approved minutes
- Assist Communications Director with updates to Leawood South website.

Treasurer

- Coordinate weekly mail pick up from mailbox with dues collector
- Pay invoices in a timely fashion

- Prepare written financial statement status each month for board approval
- Present financial info. at annual meeting
- Communicate with Condo. Representatives and send invoice regarding shared fees.
- Manage information and payment for income taxes, insurance and other financial needs.

Communications

- Prepare newsletters for Leawood South residents coordinating information with other directors in a timely manner promoting, agreed upon, events.
- Manage the publication and mailing of the newsletter with the designated printer, maintain an accurate mailing list with dues collector.
- Communicate with webmaster and maintain updated website and other on-line communications .(currently 2011 we have a volunteer webmaster)
- Coordinate publication of LSHA directory every other year with selected vendor working with dues collector regarding changes in addresses and receipt of directory forms.
- Prepare and mail annual dues and directory information (every other year) letter for December mailing. The dues assessment letter should be mailed out by December 20th for residents to receive it by the last week of December, for payment by Feb 28 of the next year.

Activities

- Plan , set dates, place and times and budget for Garage Sale, Annual Summer Picnic, Halloween parade, Holiday gathering and annual meeting
- Manage and coordinate events with presenters and guests requesting assistance from the other board members or committee heads as needed
- Ensure entrance signs are in good shape and posted prior to LWSHA events and activities
- Communicate with group coordinators on regular basis and assist as necessary
- Prepare articles and pictures regarding activities for newsletter and submit to the Communications chairperson in a timely manner.

Dues and Title Company Contact

- Report the status of collection, liens and title contacts (new residents list) by street in writing at every meeting
- Collect and Deposit annual dues into the LS savings account in a timely fashion
- Maintain the list of paid and unpaid properties with back up receipts by address and deposit date. For cross reference
- Follow up with delinquent dues by phone, email or letter
- Correspond with Title companies in a timely manner by email or phone regarding dues past due and collecting \$50 title fee.
- File & Remove liens quarterly.
- Update mailing label info coordinating with Communications for newsletter and neighborhood correspondence

Deed Restrictions

- Report status of restrictions at every meeting preferable in writing.
- Respond to Resident inquiries and complaints in a knowledgeable timely manner by phone email or mail.
- Stay current with City Leawood restrictions and policies on streets, roofs etc.
- Tour the neighborhood regularly to ensure compliance with deed restrictions

Common Grounds

- Oversee the maintenance of common areas
- Responsible for contracts with lawn and island vendors
- Coordinate tree trimming plans with selected vendors
- Coordinate with island updates with selected vendors
- Select the Yard of the Month property, interview the resident, post sign and give info with picture to Communications for the Newsletter.

Property Services

- Responsible for the trash management and contract with Town & Country
- Respond to all resident issues regarding trash services
- Coordinate all holiday decorations for entrances
- Maintain adequate lighting (replace bulbs and fixtures as needed) and watering systems
- Responsible for maintain flag at the main entrance

Past President

- Assist other members of the Board when some of the responsibilities overlap upon request.
- Past President sits on the board in an Ex-officio for consultation.

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