

## GOVERNING COMMITTEE CHAIRMAN DUTIES

1. Open the monthly and annual meetings at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present.
2. Announce in proper sequence the business that comes before the assembly or comes in order in accordance with the prescribed order of business, agenda, or program and with existing order of the day.
3. Recognize members who are entitled to the floor.
4. State and put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings. Announce the result of each vote. If a motion that is not made in order, rule it out of order.
5. Protect the assembly from obviously frivolous dilatory motions by refusing to recognize them.
6. Enforce the rules relating to debate and those relating to order and decorum within the assembly.
7. Expedite business in every way compatible with the rights of members.
8. Decide all questions of order, subject to appeal, unless, when in doubt, the presiding officer prefers to submit such a question to the assembly for decision.
9. Sign all legal documents, i.e. contracts, deeds, letters, etc.
10. Appoint all AD HOC Committees.

## VICE-CHAIRMAN DUTIES

1. The Vice-Chairman shall preside at all meetings in the absence of the Chairman.
2. Open the meetings at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present.
3. Announce in proper sequence the business that comes before the assembly or comes in order in accordance with the prescribed order of business, agenda, or program, and with existing order of the day.
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8. Expedite business in every way compatible with the rights of members.
9. Decide all questions of order, subject to appeal, unless, when in doubt, the presiding officer prefers to submit such a question to the assembly for decision.
10. Serve as Chairperson of the Restrictions Committee. (See Restrictions Chairman Duties)

## SECRETARY DUTIES AND RESPONSIBILITIES

1. Keep an accurate record of the proceedings of all meeting
2. Provide a copy of the Minutes of Previous Meeting to each member of the Governing Committee.
3. Have a copy of the by-laws at each meeting.
4. Supply a packet or folder to each committee member with the following information:
  1. Copy of all three (3) sets of restrictions of Holiday Lake Estates and the amendments to them.
  2. Copy of Articles of Incorporation
  3. Copy of the Constitution
  4. Copy of the by-laws
  5. Copy of the Election Procedures for each year
  6. Copy of Committee Chairmen Duties and Responsibilities, Pedigree, phone number and address of each committee member
  7. Copy of properties owned by Holiday Lake Estates
  8. Copy of Bookkeeper Contract
  9. Copy of IRS forms 1099 and 1120-H
  10. Copy of Community Center Rules
  11. Copy of Swimming Pool Rules
  12. Copy of Boat Registration Rules
  13. Copies of any pertinent information that arises in the future in conjunction with any/all of the above items.
  14. A new packet will be furnished to each new committee member at the June monthly meeting which is held following the annual meeting.
5. Responsible for furnishing copies of changes made<sup>to</sup> all documents to each member of the Governing Committee. This information will be provided to each chairperson at the next meeting following the changes made.
6. Maintain the General Information and Procedures Book, keeping it up-to-date with changes and information as it occurs.
7. Work with Committee Chairman to see that information is correct and procedures are followed according to By-laws and Restrictions of Holiday Lake Estates.

## SOCIAL CHAIRMAN DUTIES

1. Rent the clubhouse to Holiday Lake Residents for their use.
2. Keep the clubhouse clean and in good appearance at all times.
3. Keep supplies in the clubhouse and purchase them as needed.
4. Responsible for seeing that the property owner follows the rules when the clubhouse is rented.
5. Delegate repairs to the Governing Committee or any person you can get to volunteer to do them.
6. Attend the third Saturday suppers at the clubhouse and see that kitchen is clean and trash removed.
7. Organize fund raisers for Holiday Lake Estates. Activities regularly held are: Easter Egg Hunt; Splash Day for the Swimming Pool on Memorial Weekend; Annual Garage Sale in the Spring, usually April; Labor Day fund raiser of some kind; Halloween Party for the children, and the Christmas Party in December. (Social furnishes the meat for this dinner.)
8. Maintain the Social Committee bank account, and send a statement of expenditures and balance in the account to the Holiday Lake Estates Finance Chairperson by the 13th of each month.

## FINANCE CHAIRPERSON DUTIES

1. Responsible to receive, disburse and maintain accurate bookkeeping records, present a financial report to the Governing Committee each month, and submit to an annual audit at the close of the fiscal year.
2. Assure that all issued checks are signed by one (1) of the two (2) authorized Governing Committee members as appointed by the Chairperson, cosigned by the bookkeeper if there is one.
3. Assures that the qualified bookkeeper (if there is one) performs and maintains records as prescribed in the Bookkeeping Contract and reports to the Finance Chairperson only.
4. Provide necessary materials to the Nominating Committee as stated in the Election Procedures six weeks before election ballots are to be mailed out.
5. Maintain a safety deposit box at a bank chosen for this purpose and provide the Governing Committee with a list of all items kept therein.
6. Review and purchase an insurance policy for Holiday Lake Estates giving the best coverage for the cost.

## POOL CHAIRMAN DUTIES

1. Accept and keep track of pool memberships and membership applications.
2. Issue membership cards to property owners who purchase pool memberships and keep track of them.
3. Ensure that Pool Worker enforces pool rules.
4. Responsible for hiring/discharging Pool Worker.
5. Ensure that a Pool Worker is on duty at all times when the pool is open.
6. Verify and turn in time sheets to the bookkeeper for Pool Worker pay checks.
7. Collect money daily from the Pool Worker. Verify amount is correct and turn it in to the bookkeeper on a weekly basis or more often if desired.
8. Responsible for making sure the pool water is tested daily and chemicals are added as necessary.
9. Responsible for purchasing chemicals and making sure they are on hand at all times, and purchasing and replenishing all supplies as necessary.
10. Rent the pool to Holiday Lake Estates residents for private functions and turning money over to bookkeeper for deposit.
11. Make sure pool is cleaned on a weekly basis or as needed. If the cleaning is to be hired done, then responsible for making sure the cleaning is done properly and thoroughly and as frequently as necessary. This includes making sure skimmer baskets are clean and the backwash is done properly.
12. Make sure that grounds are mowed weekly and that trash is hauled off and new trash bags have been put out. Check regularly to see if there's a buildup of cans. If there is, then take them to the recycling center.
13. Assure that no chemicals are used inside the pool area to kill weeds, ants, or any other insect as it will get tracked into the pool, creating a dangerous situation. Only muratic acid can be used by pouring it onto the infested mound or area.

## PARK CHAIRMAN DUTIES

1. Maintain a neat appearance of all parks in Holiday Lake Estates.
2. Keep the grass mowed in the parks.
3. Keep signs posted in all parks that the committee decides is necessary to the park.
4. Check ramps and docks for upkeep and repairs and initiate any repairs.
5. Try to keep non-property owners off the lakes and out of the parks unless there with property owner.
6. Check boats for Holiday Lakes Estates Registration. ← Security-
7. Get license number of cars and trucks that throw litter in the parks and lake areas or at the park pavillion to the Sheriff's Department.
8. Work with Aquatic Chairman on stocking fish and try to keep plant growth in the lakes to a minimum.
9. Clean trash out of park rest rooms.
10. Maintain plumbing and repairs in rest rooms.

**ROAD MAINTENANCE CHAIRMAN  
RESPONSIBILITIES**

1. Surveys and inspects all roads for maintenance and/or repairs and determines priority of work to be done.
2. Surveys and inspects all culverts, ditches for cleaning and drainage problems and determines priority of work to be done.
3. Determines amount and cost of rock needed for repair work or chip 'n seal work.
4. Coordinates with County Precinct Commissioner and Holiday Lake Estates Road Committee to establish and update the 5-year Road Plan for Holiday Lake Estates.
5. Coordinates with County Precinct Commissioner for most of the maintenance and repair work to be done in Holiday Lake Estates.

**RESTRICTIONS CHAIRMAN  
RESPONSIBILITIES**

1. Serves as Vice-Chairman of the Governing Committee and preside in the absence of the Governing Committee Chairman.
2. Assure that each property owner complies with the Restrictions as filed at the Deed Records office in Volume 192, Page 288 et seq.
3. Serves on the Special Committee appointed by the Governing Committee Chairman to update and/or revise the Restrictions for Holiday Lake Estates.
4. Sends a letter of notification to <sup>v</sup>any/all person(s) <sup>//</sup> when an infraction of the restrictions occur.
5. Determines what part of the Restrictions a person has violated and takes necessary action, with the approval of the Governing Committee, to correct the violation.

## **AQUATIC CHAIRPERSON DUTIES**

**RESPONSIBLE FOR ALL LAKES, DAMS AND LEVEES. THIS INCLUDES THE FOLLOWING:**

- 1. Overseeing the maintenance and repairs of all dams, spillways, weir boxes, culverts, and anything pertaining to the dams and levees.**
- 2. Arrange for quarterly inspection of all dams and levees for erosion, leakage, or damage of any kind.**
- 3. Overseeing the collection and dispensing of monies to restock the lakes with fish.**
- 4. Responsible for purchasing chemicals to kill weeds in the lakes.**
- 5. Work with the state animal damage control officer to control beaver, nutria, turtles, and any other undersible pests.**
- 6. Responsible for keeping the weeds cut on all dams, levees, and any roadways crossing them.**

## ARCHITECTURAL CHAIRMAN DUTIES

1. Receive requests for erecting, placing or altering any building in this Subdivision.
2. Review plans, specifications, and plot plans submitted for approval.
3. Present request packages to the Holiday Lake Estates Civic Club, Inc. Governing Committee for approval.
4. Monitor progress of construction.
5. Communicate with members of the Architectural Committee, call meetings of the committee as needed, and report on committee activities to the HLECC Governing Committee.

## **HOA Communications Chairman**

An HOA Communications Chairman (sometimes called Communications Committee Chair or Public Relations Chair) is responsible for keeping residents informed, improving community communication, and helping maintain a positive relationship between the HOA board and homeowners.

### **Typical Responsibilities**

- Prepare and distribute newsletters, emails, flyers, and community announcements.
- Manage HOA social media pages, websites, and online groups.
- Post notices about meetings, events, rule changes, and projects.
- Ensure residents receive accurate and timely information.

### **Additional Responsibilities**

- Work with board members to communicate community updates clearly.
- Encourage homeowner participation in events and meetings.
- Maintain a professional and positive public image for the HOA.
- Assist with creating community event flyers and announcements.