

Gleneagle North HOA Position Descriptions and Needs

Need (Total is 13 Board Members:

Filing Director: needed for Filings 3, 4, 8, and 9

At-Large Directors needed for Filings 3, 4, 8, and 9

Architectural Control Committee needed for Filings 3, 4, 8, and 9

Positions that support the Board of Directors:

Treasurer

Secretary

Webmaster

Common area oversight*

*this position can be one of the 13 Board Members or a homeowner in the GNHOA

Summary of the Volunteer Board duties:

Support HOA Board Activities:

- Contract for trash and recycling
- Contract for snow removal in HOA areas
- Annual Clean-Up Event (setup and monitor)
- Common Area upkeep
- Set up annual budget and monitor execution
- Send out notices to homeowners on issues they should be aware of
- Support HOA as a representative for state and county on issues
- Participate in Northern El Paso County (NEPCO)
- HOA information meetings—usually one a month unless a special meeting is needed

Filing Director:

- Primary interface to the Board from homeowners in their Filing
- Review and understand state laws and regulations that impact the HOA
- Review and understand county ordinances that impact the HOA
- Sounding board for Filing ACC on Covenants, Codes and Restrictions (CC&Rs) issues and how to proceed
- Attend Monthly Board Meetings.

At-Large Director:

Same duties as a Filing Director but supports the entire GNHOA rather than a single Filing.

- Review and understand State laws and regulations that impact the HOA
- Review and understand county ordinances that impact the HOA
- Attend monthly board meetings

Architectural Committee Chairman:

- Support homeowners with landscaping and home exterior changes to ensure they meet HOA CC&Rs
- Respond to, and investigate, reported covenant violations and work with homeowners to correct violations
- Work with homeowners on exterior issues that require repair or maintenance
- Determine annual Green Thumb and Holiday Light String Award winners
- Attend monthly board meetings and report actions/items of discussion to the board
- No limit to the number of homeowners who desire to be on the committee

