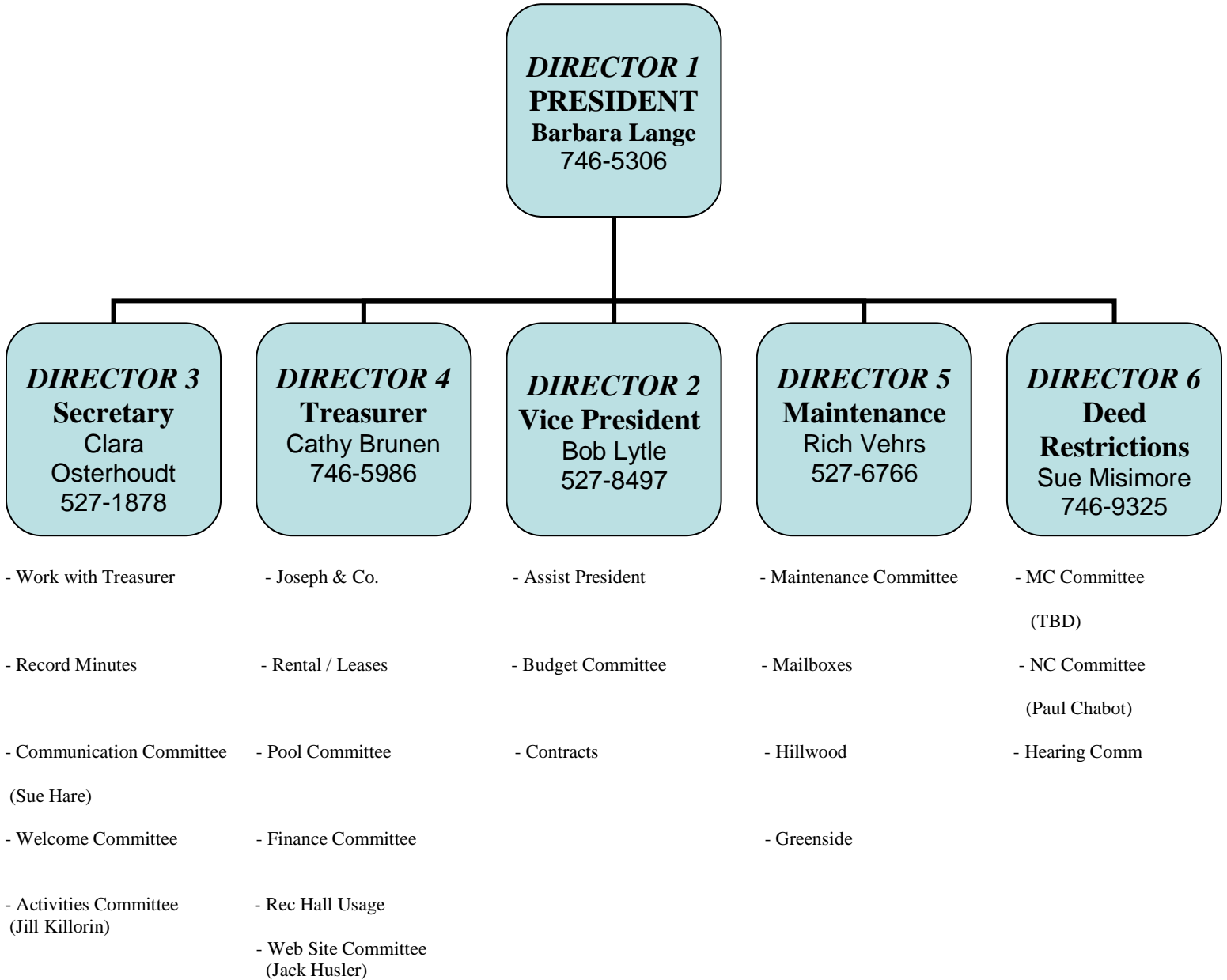


Laurel Ridge Community Association, Inc.
 2541 N. Reston Terrace
 Hernando, Florida 34442
 (352) 746-6770 www.laurelridgeca.org



Laurel Ridge Community Association, Inc.
 Organization Chart 2010 - 2011

Laurel Ridge Community Association, Inc.

Job functions and responsibilities of board members:

President: Barb

- Oversee all board functions and preside over monthly and annual meetings
- Make up agendas for all meetings
- Handle complaints from resident unresolved issues
- Put 'letter from the president' in leaf (monthly, if possible)
- Interface with the management company
- Planning committee – to look into projects for the year
- Hillwood committee – look into work to be done in my area of Hillwood to take charge of the villas to the person in
- Keep master keys (also to be done at the management company)
- Budget committee

Vice President – Bob

- Maintenance of Villas in Hillwood and Greenside
 - Control watering
 - Oversee application and watering of new sod
 - Oversee maintenance of villa walls for cleaning
 - Repairs of any unstable walls
 - Interface with Landscaper (Rob VanAssen) for items done in villas
 - Watch budget items for villa maintenance
- Head up budget committee
- Fill in for president, when he/she is missing

Treasurer – Cathy

- Monitor financials
- Approve and sign checks
- Pool testing committee
- Bulletin board
- Budget committee
- Hillwood Committee

Secretary – Clara

- Letters of thanks, etc
- Present minutes at board meetings and annual meeting
- Cleaning and maintenance of recreation center
 - Interface with maintenance contractor (cleaning ie BonBon)
 - Keep calendar of events for recreation center
 - Keep excess keys for pool area until needed
 - Have duplicates made when down to last key
- Keep charge of bathrooms
 - Purchase paper products when needed

Laurel Ridge Community Association, Inc.

Common area Maintenance – Rich

Maintain all common areas

Control watering of common areas

Inspect, repair and replace sprinklers as needed

Plant and maintain flowers at signs

Maintain mailbox inventory and keep inventory figure up to date

Manual watering of new plantings in common areas, as needed

Repairs, sprucing up of recreation center, as needed

Oversee sub contractors hired to do miscellaneous jobs

Make sure backflow valves are inspected yearly (Diane will schedule)

Keep signs maintained

Keep watch on all common areas to ensure the beauty of the area

Report needs to board for action and approval (Diane will get bids)

Tree trimming

Sod replacement

Shrub replacement

Deed Restrictions – Sue

Work with MC and NCC to interpret and enforce deed restrictions

Work with MC to make sure paperwork is current and letters are sent out by the management company when required

Oversee rentals to ensure conforming to restrictions

Keep file of leases

Planning committee

Hearing and Fining committee

Make sure items not resolvable at MC and board meetings are directed to the Hearing and Fining committee, as needed