



COMMUNITY ASSOCIATION OFFICERS AND COMMITTEES

SUMMARY OF RESPONSIBILITIES

Board of Directors

All Directors:

1. Fulfill their fiduciary duties to the community and exercise discretion in a manner they reasonably believe to be in the best interests of the community.
2. Exercise sound business judgment and follow established management practices.
3. Balance the needs and obligations of the community as a whole with those of individual homeowners and residents.
4. Understand the association's governing documents, become educated with respect to applicable state and local laws and manage the community association accordingly.
5. Establish committees or use other methods to obtain input from owners and non-owner residents.
6. Conduct open, fair and well-publicized elections.
7. Welcome and educate new members of the community - owners and non-owner residents alike.
8. Encourage input from residents on issues affecting them personally and the community as a whole.
9. Encourage events that foster neighborliness and a sense of community.
10. Conduct business in a transparent manner when feasible and appropriate.
11. Allow homeowners' access to appropriate community records when requested.
12. Collect all monies due from owners and non-owner residents.
13. Devise appropriate and reasonable arrangements, when needed and as feasible, to facilitate the ability of individual homeowners to meet their financial obligations to the community.
14. Provide a process residents can use to appeal decisions affecting their non-routine financial responsibilities or property rights, where permitted by law and the association's governing documents.
15. Initiate foreclosure proceedings only as a measure of last resort.
16. Make covenants, conditions and restrictions as understandable as possible, adding clarifying "lay" language or supplementary materials when drafting or revising the documents.
17. Provide complete and timely disclosure of personal and financial conflicts of interest related to the actions of community leaders, e.g., officers, the board and committees.

Committee Association Officers and Committees

President: The President shall be the chief executive officer of the Association and shall, subject to the control of the Board of Directors have general supervision, direction and control of the business and officers of the Association. The President shall preside at all meetings of the members and of the Board of Directors.

The President shall be an ex-officio member of all the standing committees, and shall have the general powers and duties of management usually vested in the office of President of a corporation, and shall have such other powers and duties as may be prescribed by the Board of Directors or the By-Laws.

Vice President: In the absence or disability of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice President shall have such other powers and perform such other duties from time to time as be prescribed by the Board of Directors or the By-Laws.

Secretary: The Secretary shall keep, or cause to be kept, a book of minutes at the principal office or such other place as the Board of Directors may order, of all meetings of directors and members, with the time and place of holding, whether regular or special, and special, how authorized, the notice thereof given, the names of those present at directors meetings the number of memberships present or represented at members' meetings and the proceedings thereof.

The Secretary shall keep, or cause to be kept, at the principal office a membership register showing the names of the members and their addresses, and the property to which each membership relates, the number of memberships held by each, the number of votes represented by each membership, the number and date of certificates for the same, if any, and the number and date of cancellation thereof.

The Secretary shall give, or cause to be given notice of all meetings of the members and of the Board of Directors required by the By-Laws or by law to be given, and shall keep the seal of the Association in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the By-Laws.

Treasurer: The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Association. The books of account shall at all times be open to inspection by any director.

The Treasurer shall deposit all moneys and other valuables in the name and to the credit of the Association with such depositaries as may be designated by the Board of Directors. The Treasurer shall disburse the funds of the Association as may be ordered by the Board of Directors, shall render to the President Directors, whenever they request it, an account of all transactions as Treasurer and of the financial condition of the Association, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the By-Laws.

Committee Association Officers and Committees

Standing Committees

Architectural Committee:

To review requests from members for construction and remodel and improvements of homes, equipment installation, hardscape, walls/fences and landscape to ensure conformance with Architectural guidelines specified in the Eastbluff Homeowners Community Association's CC&R's and policies.

CDM Sports Complex Advisory Committee

The CDM Sports Complex Advisory Committee works under the direction of the Board of Directors to monitor the action of the Newport Mesa School District Board, School District Staff, Corona del Mar High School (CDMHS) Staff, and Newport Beach City Council in the design and approval process for expanded use of the sports fields at CdMHS. Duties include providing feedback to the Board or Directors, attending public meetings to express the views of the Association, assisting with ongoing communications with members and participating in actions to measure and monitor noise, lights, parking and traffic issues facing the community.

Landscape Committee

The Landscape Committee Members will assist the Eastbluff Homeowners Community Association's Board of Directors (BOD) and Property Management Company (PM) to provide suggestions and feedback on the Community's landscaping plans, maintenance of association property and contractor service performance. The Committee participates in budget process to identify maintenance and improvements items to recommend to the Board of Directors.

Trees & Landscape View Dispute Review Committee

The View Dispute Review Committees investigates complaints from homeowners related to trees, shrubs and other landscape allegedly impacting the view of their property as specified on the Associations CC&R's and prepares reports documenting findings and recommendations to the Board of Directors as part of "Dispute Review Process".

Neighborhood Connection / Welcoming Committee

To plan, organize, publicize, obtain gifts and sponsorships and produce Eastbluff HOA community events. Also, to welcome new members to the Eastbluff Homeowners Community Association and make them aware of community resources, planned events, meetings and services available. The Committee also organizes the decoration of the community entrance monuments for the Christmas holiday season.

Park Improvement Committee

To review the condition of community park equipment and facilities and report to the Board of Directors on needs for maintenance, repair, replacement or augmentation. The Committee coordinates design of community park improvements and provides recommendation to the Board of Directors on budget requirements and contractor performance.

Committee Association Officers and Committees

Neighborhood Watch Committee

Neighborhood Watch is a crime prevention program which enlists the active participation of citizens in cooperation with law enforcement to reduce crime in their communities. The Committee provides leadership in efforts for neighbors getting to know each other and working together in a program of mutual assistance; being trained to recognize and report suspicious activities in their neighborhoods and implementation of crime prevention techniques, such as home security, Operation Identification, package and mail theft prevention, vehicle security and reporting suspicious behavior.

Other

Aviation Coordinator

Coordinate sharing of information between the County of Orange John Wayne Airport (JWA) and the Association on flight volume limitations and noise mitigation to monitor compliance with the Airport Settlement Agreement.

Website Coordinator

Assists the Association's Property Management Company with www.Eastbluff.net web site design and maintenance and publishing event announcements, photos, meeting schedules and notices, agendas and other community updates. The Association's Property Manager provides the web site resource.

