

University Park Homeowners' Association Board of Directors Information and Duties

The affairs of the University Park Homeowners' Association are managed by the Board of Directors in accordance with the Declaration of Covenants, Conditions, Restrictions and Easements, the Bylaws, and the Design Guidelines. The Board of Directors may delegate portions of its authority and duties to committees, officers, or agents of the Association. Still, such delegation does not relieve the Board of ultimate responsibility for management of the affairs of the Association.

Term: Three (3) years

A contributing member of the Board

- Will have experience that will benefit the work of the Board
- Will attend board meetings in accordance with the Bylaws of the University Park Homeowners Association
- Will be involved in and help promote University Park activities, committees, and work groups.
- Will review committee reports and actions
- Will work with the Board to respond to questions and concerns from the Association's membership.
- Will help review and submit a budget and approve expenditures and investments.
- Will administer the Association's Covenants and Design Guidelines and resolve violations that may occur.
- Will attend public meetings that relate to University Park.
- Is proficient in the use of electronic communication, including email and online virtual meetings. Proposed Meeting Schedule:

April-August: 3-5 p.m. on the second Thursday of the month - location TBD. September: 3-5 p.m. on the first Thursday of the month - location TBD. October: 3-5 p.m. on the second Tuesday of the month - location TBD. Annual Members Meeting: Second Thursday of the Month - location TBD. Board organizational meeting - within 10 days following the Annual Members Meeting. Special meetings - called by the President with 3 days' notice as needed.

Meetings can run longer than the scheduled time.

RowCal Management is hired to run the daily operations of the Association. They assist the Board and are the point of contact for the members of our community. They operate at the direction of the Board. In addition, many volunteers on committees in University Park assist in performing the above duties. The Board sets policy, holds hearings, and makes the final decision on issues in dispute.