



KELLY PLANTATION HOMEOWNERS ASSOCIATION

Harvest, Alabama

MISSION STATEMENT

It is the mission of this Board to maintain close communication with our fellow homeowners and the developers and/or home contract builders; and to maintain the integrity and value of our neighborhood property for the safety, well-being and prosperity of our families and our children.

BOARD OF DIRECTORS

The Board of Directors shall have the powers and duties necessary for the administration and management of the affairs of Kelly Plantation Homeowners Association (KPHOA) and of the Common Area of the Subdivision.

- ✓ Officers of the Board of Directors shall be elected annually by the Board at a meeting of the Board held immediately prior to each annual meeting of the Homeowners Association; unless a vote is needed for subject matter specified by the Board and date set by the Board.
- ✓ Positions to be filled will be posted on KPHOA website, announced by broadcast email or posted at community events. Those interested will present that interest in writing and the Board will review and vote on nominees.
- ✓ Each Officer shall hold office for terms no longer than three (3) years or until a successor shall have been qualified and appointed.
- ✓ Promotion to the office of President will be promoted within the current sitting Board of Directors.
- ✓ Officers shall receive no compensation for their volunteered services.
- ✓ Resignations will be accepted in writing – email will be accepted.
- ✓ New Board members must be current homeowners in the neighborhood, rental residents may serve as committee members.

BOARD OF DIRECTORS

President

Vice-President

Treasurer

Secretary

ADDITIONAL BOARD MEMBERS

Vice-President of Security

Vice-President of Grounds/Facilities

KPHOA COMMITTEE CHAIRS

Architectural Review Committee Chair

Clubhouse Trustee

Neighborhood Watch Chair

Event Committee Chair

Webmaster

BOARD OFFICE MEMBERS DESCRIPTIONS AND DUTIES

President

- Official representative of the organized association
- The president must have served at least one year on the board of directors of this organization prior to assuming the office of President
- Supervises all association board meetings and decisions pertaining to the association
- Makes financial recommendations and approvals for the association
- Conducts business portion of meetings
- Calls and conducts board meetings
- Works closely with all Board members in planning Board meetings and other activities
- Coordinates with KP Treasurer to conduct quarterly audit of HOA checking account
- Coordinates the writing and submittal of the annual State of the Neighborhood letter
- Acts as an ex-officio member of all committees
- Coordinates with Management Company to oversee Covenants and Guideline enforcement
- Works with Management company and homeowners to resolve disputed noncompliance issues
- Coordinates with Management Company and other Board Members to suspend amenity privileges for those homeowners in a fine or lien status
- Coordinates with Management Company and other Board Members to reactivate amenity privileges for those homeowners who have cleared their fine or lien
- Reports Covenants status at board meetings
- Provides slides to the KP Secretary for the KPHOA Annual Meeting

Vice - President

- Shall be willing to assume the office of president in the event of resignation or inability of the president to complete their term
- Upon the request of the President, be willing to stand in during meetings, audits, or other functions
- In conjunction with other board members, coordinates closely with the President to oversee contracts, vendors, and management company activities
- Assists the Vice-President of Grounds/Facilities with their duties

Treasurer

- Coordinates with Management Company to ensure annual dues invoices are created and delivered to each resident of Kelly Plantation
- Ensures all annual dues are collected and maintains records of all payments
- Ensures Management Company is collecting clubhouse rental fees and deposits
- Works with Management Company and the Clubhouse Trustee to ensure that security deposits are being issued following clubhouse rentals
- Regularly collects mail from the KP post office box
- Makes financial recommendations to the Board
- Coordinates with Management Company on preparation of annual tax return

- Coordinates with Management Company on homeowner ownership changes and collects new information for records and shares with the other KP Board Members
- Coordinates with Management Company to ensure necessary financial information is being provided to Real Estate agencies, etc. for KP home closings
- Assists President in quarterly audit of HOA checking account
- Supplies quarterly financial report to President and other Board members
- Writes checks, makes deposits and balances all banking accounts
- Provides written receipts as required for cash payments
- Coordinates with Management Company to ensure fines to homeowners for covenant compliance violations are issued and collected
- Maintains list of paid members
- Maintains list of all outstanding dues, liens, and fines
- Attends all KPHOA Board meetings and reports financial status to include account balances, % spent of the current year's budget, bills and deposits made since the last board meeting and all outstanding bills to be paid
- Provide slides to the KP Secretary for the KPHOA Annual Meeting

Secretary

- Assists President and/or Vice Presidents in any research, correspondence or planning involving HOA Board
- Schedules all Board meetings and annual HOA meetings and coordinates with Management Company for Clubhouse availability
- Distributes all meeting invites with agendas by email to all KPHOA residents
- Takes roll at all Board meetings and annual HOA meetings
- Distributes sign-in sheets at all KPHOA Board and annual meetings
- Records minutes during Board meetings and annual HOA meetings
- Submits meeting minutes by email to other Board members for review and submits final version by email to all KPHOA residents
- Distributes Annual Meeting slide template to Board members for their input and creates final slide package to be used for the meeting
- Posts annual HOA meeting slides and all HOA Board meeting minutes to the KPHOA Website
- Maintains all forms used by the KPHOA Board and Committees: Clubhouse Forms, Pool Card Access Forms, Sign-in Sheets, Reimbursement Form, etc.
- Coordinates with Management Company to maintain an updated KPHOA Directory of resident names, addresses, phone numbers and email addresses
- Maintains an email distribution list with all current email addresses for residents
- Maintains a list of all pool access cards provided to residents
- Coordinates with Management Company to ensure a Welcome Letter is being distributed to new residents of Kelly Plantation
- Issues parking passes to residents who attend Sparkman High School allowing them to park at the clubhouse during school hours. Maintain list of all residents with parking passes
- Serves as Administrator for the KP Facebook page which includes ensuring anyone requesting access to the page is a resident of KP, updating page access when residents leave KP and monitoring posts to ensure content follows the KP Facebook guidelines

Vice - President of Security

- Coordinates with Management Company and KP Secretary to ensure new/replacement pool cards are activated and issued to residents
- Deactivates pool cards when houses are sold or transfers cards to new residents
- Reviews/monitors video surveillance as needed/required
- Reviews/monitors access reports as needed/required
- Serves as main POC to Access Control and Security (ACS) to include working with them on any security system issues
- Activates pool cards for clubhouse rentals and deactivates cards when rentals are complete
- Schedules periodic Sheriff patrols and coordinates with KP Treasurer to ensure patrols are paid upon service
- Coordinates with Neighborhood Watch Chair on any observed activities or concerns
- Serves as Backup Administrator for the KP Facebook page
- Attends all KPHOA Board meeting and reports Security status
- Provides slides to the KP Secretary for the KPHOA Annual Meeting

Vice-President Grounds/Facilities

- Inspects and oversees the overall conditions and maintenance of facilities (clubhouse, clubhouse parking lot, pool, tennis court and playground equipment)
- Coordinates with the Board and Management Company in hiring contractors to repair or maintain above mentioned facilities
- Coordinates with the Clubhouse Trustee and Management Company in hiring cleaning contractor for regular clubhouse cleanings
- Coordinates with the Clubhouse Trustee and Management Company in hiring pest control contractor for regular pest control visits
- Sets up all the pool furniture at the beginning of pool season
- Removes and stores all pool furniture at the end of pool season
- Inspects and oversees the overall conditions and maintenance of common area (lawn and ponds) maintenance and landscaping
- Coordinates with the Board in researching, accepting, and presenting bids from grounds maintenance contractors
- Manages the contractors hired to maintain the grounds and facilities including pool maintenance, pond maintenance and lawn/landscaping contractors
- Contracts periodic power washing of common grounds sidewalks
- Attends all KPHOA Board meeting and reports Grounds/Facilities status
- Provides slides to the KP Secretary for the KPHOA Annual Meeting

KPHOA Committees and Chairs DESCRIPTIONS AND DUTIES

NOTE: these chairs and committees are all volunteers and are not official or voting members of the KPHOA Board

Architectural Review Committee Chair

- Leads Architectural Committee and calls meetings as necessary
- Accepts and reviews requests from residents on new construction or improvements of their property
- Arranges and attends site visits with homeowners
- Works closely with Board and volunteers in efforts to work with developers, builders and/or homeowners in the community

Clubhouse Trustee

- Coordinates with Management Company to maintain Clubhouse reservation calendar for reservations for all clubhouse events (resident rentals, board and event committee events)
- Coordinates with the Vice-President of Grounds/Facilities to ensure cleaning contractor is regularly scheduled to clean the clubhouse. Provides cleaning contractor clubhouse access as needed.
- Coordinates with Management Company to ensure that renters are provided up to date forms: rental agreement and checklist for cleanup
- Works with VP of Security to ensure pool cards are activated on the day of the rental and access is removed following the rental
- Coordinates with residents and party planners as necessary to walk through the clubhouse prior to rental
- Completes checkout of the clubhouse following each rental to ensure the checkout form was followed and there are no damages to the clubhouse.
 - If extra cleaning is required following the rental, responsible for coordinating with Management Company to schedule cleaning contractor
 - If no issues were found following the rental, notifies Management Company and KP Board that the full security deposit can be refunded to the renter
 - If damages have occurred or extra cleaning is required, responsible for typing up a list of all issues and sending that to the Management Company and KP Board,
 - Coordinates with the Vice-President of Grounds/Facilities if damages are found that need repair
 - If furniture and/or decorations were rearranged during the rental, replaces everything back to their original location
- Coordinates and assists Event Committee with clubhouse decorating at the holidays and ensures decorations are removed promptly following the holidays
- Takes the three large garbage cans from the clubhouse to the road on Kelly Ridge Blvd each week for garbage collection day
 - During pool season, places kitchen garbage can on the veranda until large cans have been emptied and brought back to the clubhouse
- Coordinates with Board to ensure clubhouse is properly maintained and necessary repairs are completed. Must be coordinated with rentals.

- Purchases supplies for the clubhouse and ensures it is always properly stocked: cleaning supplies, paper towels, soap, toilet tissue, etc. in kitchen and restrooms
- During pool season, checks the restrooms regularly to tidy up and restock supplies

Neighborhood Watch Chair

- Maintains regular communications with President and other Board members regarding any observed activities or concerns
- Maintains an active Neighborhood Watch and Safe House Program
- Keeps the Kelly Plantation Neighborhood Watch registered with the National Neighborhood Watch (NNW), a Division of the National Sheriff's Association (NSA)
- Attends monthly Madison County Sheriff's Neighborhood Watch Meetings and acts as the liaison between the KPHOA and the Sheriff's Department, other first responders (Fire Department, HEMSI, Animal Control, Water Rescue Squad, etc.), the Madison County Citizen Corps, and other Neighborhood Watch Programs
- Attends all KPHOA Board meetings and reports the Madison County Sheriff's concerns, Madison County criminal activity, and any other issues that are of interest or concern
- Provides Neighborhood Watch slides to the KP Secretary for the KPHOA Annual Meeting
- Coordinates and ensures that each Kelly Plantation block has a designated Captain
- Facilitates quarterly (or as needed) Kelly Plantation Block Captain meetings to disseminate information and exchange concerns, ideas, activities, etc.
- Arranges neighborhood crime prevention training and provide information on Safety and Crime Prevention
- Coordinates with the KP Webmaster to keep the KPHOA web page current and relevant with helpful information and Safety/Crime Prevention links
- If requested, provides articles for the KPHOA Newsletter
- Assists in patrols and emergency situations

Event Committee Chair

- Leads Event Committee and calls meetings as necessary to plan social events for the KPHOA
- Works with the KPHOA Board in planning social events for the HOA
- Provides KP Secretary notifications/flyers of events to be emailed to residents
- Coordinates with Management Company to schedule the clubhouse for events
- Coordinates an event to decorate the clubhouse at the holidays
- Attends all KPHOA Board meeting and reports Event Committee status and upcoming events
- Provides Event Committee slides to the KP Secretary for the KPHOA Annual Meeting

Webmaster

- Create and maintain KPHOA Website
- Maintain and update KPHOA website to include posting latest board information and keeping it up to date, providing up to date event information from Events Coordinator, keeping basic neighborhood information up to date, keeping the Pet Directory up to date and updating Kelly's list periodically

- Oversee renewals of website and domain service and send invoicing to KP Treasurer after such events
- Set up and oversee gmail account information for all board positions
- Assist board members with gmail accounts as required
- Provides demo of the Webpage for residents during Board Meetings as required