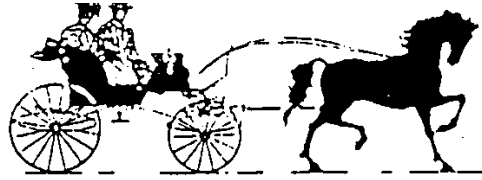


CARRIAGE HILLS COMMUNITY ASSOCIATION



HOA PRESIDENT DUTIES AND RESPONSIBILITIES:

1. Internal Control.

- The President will preside over all meetings of the Board of Managers and of the voting members.
- The President will oversee activity of the Architectural Control Committee.
 - The President will be the primary point of contact for questions from the ACC Coordinator.
- The President will oversee activity of all HOA social media content.
 - The President will act as Primary Administrator for the HOA Facebook account.
- The President will be the primary point of contact for homeowner issues that cannot be resolved in writing.
 - Any requests from a homeowner that require an onsite visit will be coordinated by the President.
- The President will be the primary point of contact for any legal action or attorney communication regarding the subdivision or individual homeowner.
 - The President will include the Treasurer on all legal action or attorney communication regarding the subdivision or individual homeowner.
- The President should be kept aware of all key business activities related to the subdivision.
 - It will be the President's responsibility to maintain consistent communication with the Treasurer, Secretary, Architectural Control Committee Coordinator, and Social Media Administrators.

2. Auditing.

- The President will call quarterly audit meetings with the Board of Managers.
- The quarterly audit should encompass all elected members' current state of business.

3. Record-Keeping.

- Maintain accurate and detailed accounts in writing pertaining to any onsite visit to a homeowner property.
- A basic understanding of Excel is required.

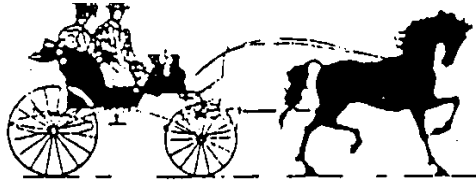
4. Architectural Control Committee.

- The President will be a member of ACC Committee.
- The President will vote on homeowner ACC requests in the event of a tie only.

5. Social Media.

- The President will periodically check the closed group HOA Facebook account to maintain awareness of account activity.
- The HOA Facebook account has 3 authorized Administrators.
 - One Primary Administrator. This person is the HOA Board President.
 - One homeowner in good standing that is NOT a member of the Board will be the second Primary. The second Primary holds main responsibility for managing the integrity and purpose of the closed group HOA Facebook page.
 - The third Administrator will act as an active backup to the second Primary Administrator. The third Administrator must also be a homeowner in good standing that is NOT a member of the elected Board.

CARRIAGE HILLS COMMUNITY ASSOCIATION

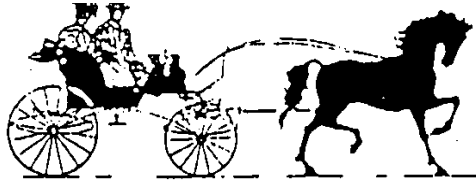


HOA SECRETARY DUTIES AND RESPONSIBILITIES (OVERVIEW)

1. Record Management and Maintenance
 - The secretary is the official record-keeper for the HOA. This includes meeting minutes, voting records, directories, updated homeowner lists and files—both paper and electronic.
2. Agenda Development and Minutes
 - The secretary works with the president to develop meeting agendas.
 - The secretary takes minutes at each meeting. (Note: there is always at least one in-person meeting of the HOA annually; the secretary is responsible for securing the venue for these meetings.)
3. Meeting Correspondence
 - The secretary sends out notice of any HOA meetings. Notice for the annual in-person meeting is always sent out via US Mail since annual fees are included in this correspondence. Notifications for most other meetings are sent electronically through the Gmail account as well as the signs placed at the entrances to the subdivision.
4. Form Filing
 - The secretary drafts all liens and lien releases. Once these are notarized, they must be mailed or hand-delivered to the City of St. Charles government offices for filing.
5. Mailings
 - The secretary is responsible for the annual fee letter mailing. Once all documents are ready, the mailing is usually handled by the local UPS store in front of Dierbergs grocery store on Hwy. K.
 - Any other newsletters are printed and placed in the brochure boxes, with 1 box being placed at each subdivision entrance.
 - The secretary also prints and mails any correspondence from the ACC coordinator to homeowners who are in violation of the covenants.
 - The secretary maintains a supply of return mailing labels for the subdivision.
6. Email
 - The secretary monitors and handles requests that are sent to the subdivision Gmail account. The secretary ensures that the president and treasurer are kept up-to-date on these issues.
7. Miscellaneous
 - The secretary maintains and updates the directory as needed.
 - The secretary keeps printed copies of the covenants on hand to distribute to homeowners as requested.

- The secretary coordinates and oversees the annual Easter egg event.
- The secretary retains the HOA printer and related supplies as well as printed homeowner files, the brochure boxes, garage sale banners.

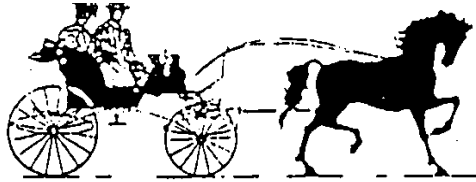
CARRIAGE HILLS COMMUNITY ASSOCIATION



Treasurer Position Description

1. Take mail to post office and collect mail from postal box.
2. Record incoming checks with corresponding addresses from homeowners into spreadsheet, making any necessary notes on accounts.
3. Pay bills incurred by the HOA in order to maintain all common ground.
4. Pay legal bills incurred in the effort to have delinquent homeowners get their account current. These costs are added to the delinquent homeowner's account.
5. Initially, pay cost of liens placed on properties, which will in turn be repaid to the HOA by the homeowner.
6. Communicate directly with secretary about HOA balances for those homeowners who are in arrears to determine the homeowner's additional financial responsibility as a result of not paying (interest accumulated, attorney fees, lien filing fee, etc.).
7. Communicate with board members about business transactions.
8. Keep accurate files of all transactions and maintain HOA checkbook. Also, balance the HOA account(s) regularly.
9. File the HOA's taxes using required form for non-profit organizations. (Treasurer may seek additional help from a CPA or other tax professional. The HOA has used Stephanie Sifuentes of The Old Tax House in O'Fallon in the past: 636-240-7706.).
10. Pull current HOA information from St. Charles County assessor's web page for annual spreadsheet.
11. Complete information requests from title companies on homeowner properties, verifying account is in good standing; if not, notify title company accordingly. Note there is a form used by the HOA for this purpose, which satisfies the information requested from various title companies.

CARRIAGE HILLS COMMUNITY ASSOCIATION



Architectural Control Committee (ACC)

The Architectural Control Committee's responsibility comes from the association's covenants and restrictions. Members of the Architectural Control Committee (hereinafter referred to as the ACC) are responsible for maintaining the aesthetic and structural integrity of the association and enforcing the covenants and restrictions. They should be reviewing any applications for modifications, additions, or architectural changes in the community. The ACC will consist of a chairman (current president of HOA board); coordinator, who ensures all committee members vote and do so in a timely manner, responds to homeowner regarding status of request, informs chairman of requests/status; and other individuals who agree to voluntarily serve on this committee. The committee must put the interests of the community as a whole above the interests of individual homeowner members. This committee reports to the president of the HOA board directly and is under the direction of the entire HOA board.

Members of the ACC:

- ACC Chair – current president of the HOA
- ACC Coordinator – position appointed by HOA board
- Other members – homeowners in the subdivision

Purpose of the ACC:

- To administer the community's covenants by overseeing changes and modifications to a property in the subdivision through an application and appeal process.
- The established processes are designed to balance the interest of individual homeowners and the community as a whole, ensuring that architectural guidelines are met, and property values are protected.

Responsibilities of the ACC:

- Managing the application and approval process for homeowners' additions or enhancements to the exterior of their property (such as fences, decks, etc.). This does not include changes made due to repair or upkeep.
- Monitoring the community for violations of covenants.
- Fairly enforcing standards outlined in the covenants.
- Sending letters to homeowners that violate the covenants. The coordinator will compose all letters (sample attached) and forward to the HOA secretary for approval, then printing and mailing. ACC coordinator will keep track of outstanding violations via a spreadsheet, following up on deadlines as needed.

- Making subjective and objective decision about covenant compliance. Some decisions may require subjective interpretation or judgment. (e.g., the word “tasteful” might be included in guidelines and would require subjective judgment) However, ACC members must refrain from making decisions based on personal preference or bias.
- Making recommendations to the HOA board.
- Reviewing guidelines for adequacy and specifics.
- Educating the homeowners about set guidelines.
- The ACC will complete its decision and notify the homeowner within 30 days.
- The role of the ACC Chair will be to oversee the committee as a whole; be a source for major issues and/or concerns; and to be a tie-breaker in the event the committee cannot come to a conclusive vote.

Miscellaneous:

- The ACC has a dedicated email account, which will be monitored by the ACC coordinator. The ACC coordinator will be responsible for the management of homeowner requests that come to this email address. That email address is: carriagehillsACC@gmail.com.
- The ACC coordinator will engage the committee as a whole to ensure each member submits a valid vote for each homeowner request. All ACC members are required to vote to approve or deny a request; members are not permitted to abstain from voting.
- All members of the ACC must have accounts that are in good standing, financially and otherwise.
- The ACC coordinator will be required to give a thirty-day notice prior to stepping down, barring unforeseen issues such as family or medical emergencies, moving out of the subdivision, etc.