



## TRISTEE COMMITTEE DUTIES OUTLINE FOR THE SOUTHRIDGE HOMEOWNERS ASSOCIATIONS

### RECORDS TRUSTEE

- Acts as Chairperson of the Trustee Committee.
- Maintains Communications with Independent Accounting Company, reviews Dues Collections and Quarterly Accountant Itemized Reports. Relays any approved billing statements to Accounting Company for payment. Establishes annual HOA Dues budget, subject to review & approval by all Trustees.
- Monitors Master HOA Email Account and maintains HOA Post Office Box key. Respond to inquiries and Re-directs as needed.
- Coordinates Trustee & HOA General Membership Meetings at Conference Center of Wright Real Estate.

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### MAINTENANCE TRUSTEE

- Performs ongoing inspections of the common areas to determine any needed repairs / maintenance of items, including entrances, light fixtures, trash, utility services, landscape, signs, and entry & subdivision boundary perimeter fencing along streets.
- Contacts Maintenance Company to report & coordinate repairs needed to common areas. Submits maintenance billing statements to Records Trustee for forwarding to Accounting Service for payment.
- Coordinates solicitation of annual mowing contracts & monitors job performance of mowing contractors.

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### QUALITY STANDARDS TRUSTEE

- Performs ongoing inspections of the entire subdivision to monitor Protective Covenants Standards.
- Makes courtesy calls and / or mails courtesy Covenant Violations Notices as needed. Coordinates with Southridge Development Company, if needed, regarding assistance for possible Covenant Violations.
- Notifies Maintenance Trustee regarding common area items observed in need of repair / maintenance.

