

DESCRIPTION OF SRHA BOARD POSITIONS

Chairman of the Board presides over Board Meetings, helps to monitor zoning activities pertaining to Steeplechase, helps to audit the Association's financials quarterly and contributes an article to the monthly newsletter. Must be a Facility Member. Receives 50% off Facility Dues*

Secretary keeps the minutes of all Board Meetings, maintains all lists, books, papers, documents and files as directed by the Board of Directors, provides homeowners copies of Meeting Agenda and/or Minutes as requested and documents all changes to the By-Laws. Responsible for managing reservations of pool pavilion. Can be held by a Community Member or a Facility Member. Receives 50% off Facility Dues*

Treasurer prepares the annual Association Budget, maintains the Association's financials including all payments, deposits and records. Can be held by a Community member or a Facility Member. Receives 100% off Facility Dues*

Community President prepares the annual Community Budget, ensures maintenance, functionality and beautification of the neighborhood entrances, welcomes new residents, recruits Community level Members as forecasted, helps to monitor zoning activities pertaining to Steeplechase, helps to audit the Association's financials quarterly, presides over all meeting of Community Directors, deals with Community level Members relating to Community level matters and contributes an article to the monthly newsletter. Can be held by a Community member or a Facility Member. Receives 50% off Facility Dues*

Communications Director is responsible for the development, production and distribution of the monthly Newsletter and maintains all directories and assists in all communications with the neighborhood as required. Can be held by a Community Member or a Facility Member. Receives 100% off Facility Dues*

Community Social Director is responsible for organizing and coordinating Community level social functions and seasonal activities as well as other such duties defined by the Board of Directors. Helps to prepare the annual Community Budget. Can be held by a Community Member or a Facility Member. Receives 50% off Facility Dues*

Webmaster is responsible for maintaining the Steeplechase website and online accounts, sending neighborhood email communications, posting the monthly Newsletter online and monitoring the web service account. Also serves as the Admin for the community Facebook group. Can be held by a Community Member or a Facility Member. Receives 50% off Facility Dues*

Facilities President prepares the annual Facility Budget, insures the maintenance, functionality and beautification of the Facility Recreational Area, welcomes new residents, recruits Facility level members as forecasted, helps to audit the Association's financials quarterly, presides over all meeting of Facility Directors, deals with Facility level members relating to Facility matters, sets operational rules for the Facility Recreational Area and contributes an article to the monthly newsletter. Must be a Facility Member. Receives 100% off Facility Dues*

Facility Social Director is responsible for organizing and coordinating Facility level Social functions and seasonal activities social as well other duties defined by the Board of Directors. Helps in Facility level

membership recruitment, preparation of the annual Facility budget and all communications regarding the Facility. Must be a Facility Member. Receives 50% off Facility Dues*

Facility Operations Director is responsible for communication and coordination with all third party contractors for maintaining the daily operations of the Facility Recreational areas and other such duties as defined by the Board of Directors. Helps in the preparation of the annual Facility Budget and the development of the rules for the Facility Recreational areas. Must be a Facility Member. Receives 50% off Facility Dues*

Facility Swim and Tennis Director is responsible for the organization and scheduling of tennis and swim team league participation as well as other such duties defined by the Board of Directors. Also responsible to ensure that outside fees are paid by non-residential participants. Must be a Facility Member. Receives 50% off Facility Dues*

*All Board Members in good standing will receive a gift of partial or full refund of their Facility Dues for the previous year at the end of their year served, as indicated in the SRHA Bylaws. Community Dues must be paid in full by the Board Member and will not be refunded.