

FCT HOA Board of Trustees:

Except as otherwise provided by law, the Articles of Incorporation, the Declaration or the Bylaws, all of the authority of the Association shall be exercised by or under the direction of the Board of Trustees. Trustee shall hold office for a term of two (2) years and until his or her successor is elected, or until his or her earlier resignation, removal from office, or death. It is intended by these Bylaws that the terms of the Trustees shall be staggered with three (3) Trustees being elected in odd numbered years and two (2) Trustees being elected in even numbered years. Any Trustee may resign at any time by oral statement to that effect made at a meeting of the Board of Trustees or in writing to that effect delivered to the Secretary of the Association. Such resignation to take effect immediately or at such other time as the Trustee may specify. At least four (4) meetings shall be held during each fiscal year with at least one (1) per quarter for all owners. The first meeting of the members of the Board of Trustees following each annual meeting of the Members shall be held within ten (10) days thereafter. At all meetings of the Board of Trustees, a majority of the Trustees shall constitute a quorum for the transaction of business. Any two or more offices may be held by the same person, excepting the offices of President and Secretary.

President:

Presides over all meetings. Responds to member concerns and initiates a solution as needed. Receives reports from committee chairs to be presented at quarterly meetings. Takes the lead on issues with neighboring developers/associations and the City of Mason.

Vice President:

Takes the lead on landscaping, common ground issues, and pool/playground/sports courts upkeep and service. Assists the President as needed.

Treasurer:

Sends notice of association fees annually. Receives, deposits, and records payment. Sends late notices and files liens on unpaid lots. Keeps a budget and reports on it at all meetings. Receives and pays bills for services and reimbursements. Maintains all checking accounts. Replies to homeowners, banks, and realtors with information about association fees. Collects and deals with mail to the Association. Takes the lead on Reserve Studies. Deals with all issues related to money and taxes for the Association.

Secretary:

Records minutes at all meetings. Records all votes between meetings in the minutes. Ensures all minutes are posted on fairwaysofcrookedtree.com. Sends notice of meetings at least 10 days prior to meeting. Sets up location of meetings. Prepares Agenda for meetings. Provides copies of minutes and agenda at meetings. Ensures

that all documents/information on the website are up to date and communicates with the website assistant. Forwards Homeowner Improvement Applications to the appropriate people for review and voting. Notifies homeowners of approval or reason for disapproval of Improvement Applications. Keeps all homeowner contact information up to date. Keeps email and documents organized and current. Communicates on Facebook and Twitter pages. Emails homeowners of necessary neighborhood information and events as needed.

At Large Member:

Takes control of Pool/Sports Key cards for homeowners and security cameras in common areas. Assists in any area as needed. Assists with Social Events.

Architectural/Grounds Committee:

Monitors and notifies the homeowner and/or the board of any situations not meeting the standards outlined in the Association Covenants, By Laws, or Exterior Guidelines. Reviews Homeowner Improvement Applications and submits a recommendation of approval or reason for disapproval to the Board. Plans and assists in any volunteer clean up or repair of common areas.

Social Committee:

Delivers welcome baskets quarterly to new homeowners. Plans and carries out events for homeowners throughout the year, including but not limited to: Spring Party, End of School Bike Parade, Volleyball Nights, Pool Party, Fall Festival and Chili Cook Off, Brewery Happy Hours, and Ice Cream Social. **Chair** communicates plans and needs to the President for approval.

Website Assistant:

Keeps fairwaysofcrookedtree.com up to date. Adds or changes content as requested by the Board. Communicates any problems to the Board.