

The Grove HOA Board and Committee Structure

Created: December 29, 2022

Adopted: February 9, 2023

Document Purpose: This document lays out the current roles, responsibilities, and reporting structure for the Grove HOA. Feedback from residents, committee members, chairs, the community manager, and board members is encouraged on an ongoing basis to keep it current. The HOA President owns this document and will make updates as needed.

Note: Portions of this document, particularly the board member roles and responsibilities, summarize provisions of the HOA governing documents including the Declaration of Covenants, Conventions, & Restrictions, Articles of Incorporation, By-laws, and Design Standards. Reasonable care has been taken to ensure that this document agrees with the governing documents. If any portion of this document is in conflict, the governing document takes precedence.

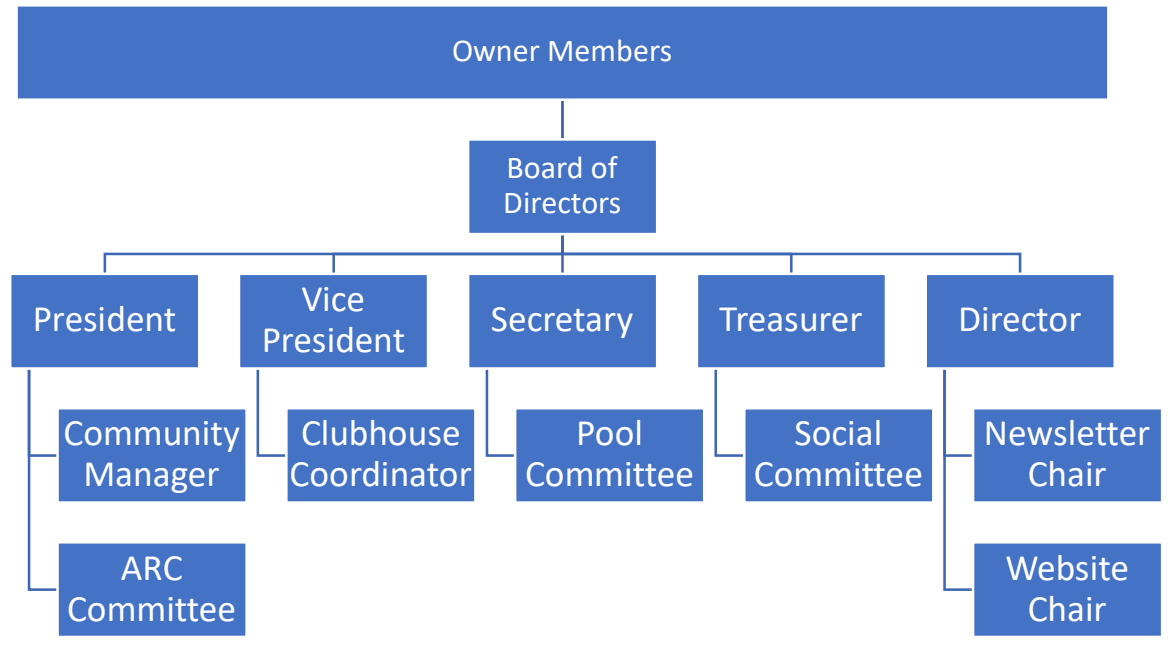
HOA Board Member Roles & Responsibilities

<p>President</p> <ul style="list-style-type: none"> • Preside over HOA board meetings • Primary point of contact for Community Manager • Appoints committee chairs (may delegate authority to other board members) • Secondary petty cash reimbursement approver • Board liaison for the ARC committee <p>Secretary</p> <ul style="list-style-type: none"> • Records and distributes minutes of HOA board meetings • On-deck for Vice President • Board liaison for the Pool Chair <p>Director</p> <ul style="list-style-type: none"> • On-deck for Secretary or Treasurer • Board liaison for Newsletter chair • Board liaison for Website chair 	<p>Vice President</p> <ul style="list-style-type: none"> • Backup to preside over HOA board meetings • Secondary point of contact for Community Manager • On-deck for President • Board Liaison for the Clubhouse coordinator <p>Treasurer</p> <ul style="list-style-type: none"> • Reviews bi-monthly financial statements (all board members are encouraged to do this) • Primary reviewer and board point of contact with the Community Manager for the annual budget • Primary petty cash reimbursement approver • On-deck for Vice President • Board liaison for the Social Committee
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Board members are encouraged to become familiar with the neighborhood and all 736 homes therein and proactively report violations observed to the Community Manager.

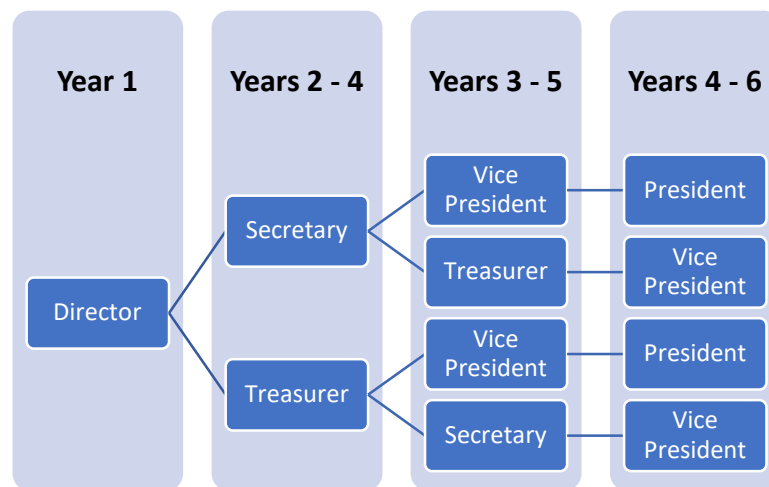
The general responsibilities and qualifications of the Grove HOA Board and each officer are detailed in the Grove HOA By-laws Article III starting on page 6.

Grove HOA Organizational Structure¹:



New HOA Board member sample rotation:

The board encourages owner-member participation in running for the HOA board. A rotating schedule helps new board members become familiar with board service, provides flexibility from year to year to fill roles, and avoids existing board member burnout in a particular seat. This progression is intended to be adaptable as needed.



¹ Directors currently serve as officers of the HOA including President, Vice President, Secretary, and Treasurer.

The Grove Chairs/Committees and Responsibilities

General responsibilities of all chairs/committees:

- Attend bi-monthly HOA board meetings (chair or committee member)
- Provide a brief written report (no more than 1 page) to the HOA Board Secretary and HOA Community Manager 1 day prior to the HOA meeting to include:
 - Celebrations, accomplishments, and good news since the last meeting
 - Upcoming events and deadlines over the next 60 to 90 days
 - Risks, issues, concerns, or requests of the board outside the decision-making discretion of the committee chair and/or assigned HOA board liaison
- Provide a brief verbal update (5 minutes) to the HOA board and members in attendance during the meeting covering the written update topics. If a committee is not represented, the written report will be read by their board member
- Committee chairs should be resident members² of the Grove HOA. Non-member residents (renters) are encouraged to volunteer and participate but may not serve as a committee chair or a member of the ARC committee

Architectural Review Committee (Reports to President)

The ARC is responsible for reviewing and discharging properly submitted modification requests received by Community Group from owner members of The Grove. The committee uses the Grove Design Standard to evaluate modification requests and determine whether the request meets the standard. Requests that are improperly formatted or incomplete are sent back to the requestor for correction. Requests that do not meet with the standard are denied. The Design Standard affords the ARC Committee members discretion in many instances, so it is important members exercise discretion and consistency in rendering decisions.

The ARC is comprised of 5 members appointed by the HOA Board (DCCR Article 6, section 6). The five members will select a chair from among their ranks. The chair will be the primary liaison with the HOA president.

ARC members are uncompensated volunteers of the Grove.

The ARC will bring the following items to the HOA President and/or HOA board:

- Non-unanimous ARC decisions. Any ARC approval that does not receive unanimous approval will be brought to the HOA president for review. The HOA President may bring the matter to the HOA board for discussion or accept the non-unanimous decision of the committee.
- **ARC requests installing pools, sheds, or additions to existing structures:** The ARC committee chair will bring properly submitted requests for these modifications to the HOA board for review 10 days prior to the approval deadline via email to: boardofdirectors@thegrovehoa.com along with the committee's approval/denial recommendation. The HOA board **may** perform additional steps to evaluate the request including:
 - Request permission from the applicant to review the request with neighboring properties for input (**not approval**)

² Resident members are homeowners who occupy their residence in The Grove.

- Conduct a secondary review/verification of the modification using the design standard (second set of eyes)
- Affirm or revert the decision of the ARC committee. If the HOA board reverts the decision the HOA President will provide a written explanation of the reason for reversion and the required steps to bring the project into compliance.

Clubhouse Coordinator (Reports to Vice President)

The Clubhouse Coordinator is a resident member of the Grove HOA and is appointed by the HOA President or their board member delegate and shall have the following responsibilities:

- Manage the Grove Clubhouse rental calendar
- Manage the Grove Clubhouse rental rules, procedures, and permitted uses
- Maintain a log of clubhouse rentals to be submitted to the managing agent monthly
- Maintain a post-rental inspection checklist to be provided to the managing agent and Vice President monthly
- Inspect the clubhouse after each rental to confirm renter adherence to rental rules including cleaning requirements and to inspect for damage
- Bring proposed changes to the rental rules or permitted uses to the Grove HOA board for approval
- Collect rental deposits and fee payments from renters and forward those monies to the Community Manager for deposit into the Grove Cash account
- Coordinate with the Social Committee for Grove HOA-sponsored social events at the clubhouse
- Reserve the clubhouse for all HOA board meeting dates

The Clubhouse Coordinator receives a stipend from the Grove HOA in the amount of \$15 per rental to cover administrative time and costs of performing the above-enumerated duties. The stipend is paid monthly upon the coordinator's report to the managing agent of the monthly rentals.

Clubhouse Coordinator absence: During periods when the coordinator is unable to complete coordinator duties, they will find backup coverage. Backup can be any responsible resident of the grove. If a backup coverage person cannot be located, the Clubhouse Coordinator will notify the Vice President with as much notice as possible. The Vice President can serve as the backup or work with other board members to identify a backup. Payment of stipends earned during the coordinator's absence will be agreed upon by the coordinator and the backup individual. All payments will be made by the HOA to the coordinator who will then reimburse the backup as agreed.

Social Committee (Reports to Treasurer)

The Social Committee is responsible for planning and hosting events for the Grove community on a periodic basis. The HOA President or their board member delegate shall appoint a chairperson to lead the committee.

Social Chair Responsibilities:

- Recruiting committee volunteers
- Prepare an annual schedule of events based on resident participation and volunteer capacity. The schedule is flexible and can change during the year but should remain within the budget. Deviations from the approved schedule should be communicated to the Treasurer
- Assign events to volunteers throughout the year. Assigning individual committee members to own an event with multiple volunteers to support is encouraged. The social chair can be involved in as many events as possible but should not be the only person leading events
- Request annual budget for the committee. The budget request is due August 31 to the HOA treasurer and community manager for the annual HOA budget process
- Approve spending for Grove Sponsored social events as outlined during the annual HOA budget process. See Grove Reimbursement procedure for more information
- Review Grove reimbursement policy annually to confirm understanding of the procedure and recommend changes as needed

Social Committee Responsibilities

- Plan and execute events throughout the year
- Advertise events through the HOA newsletter, website, townsq, Grove HOA facebook page, or other communication channels as deemed necessary
- Reserve the clubhouse for events through the Clubhouse Coordinator
- Purchase supplies and services for events. Committee volunteers can make purchases and get reimbursed. All purchases must be approved by the Social Committee Chair and be for a Grove Sponsored Social event. See Grove Reimbursement procedure for more information
- Prepare and deliver welcome to the neighborhood package for new Grove residents
- Display seasonal banners at the two entrances of the Grove (need to list out)
- Register for national night out with Chesterfield County Police Department and pick up giveaway items from CCPD (National Night out is an annual event in August)

Below is a sample list of events that have been hosted in the Grove in the past. Smaller monthly low/no-cost gatherings are encouraged (bunko, poker, etc.):

February: Paint Night	August: Kindergarten Social
March: Bingo Night	August: National night out
April: Easter Egg Hunt	September: College Flashback night
June: Grove social/open house	October: Grovetoberfest/Halloween
July: Family Fun night (pool movie event)	December: Breakfast with Santa/cookie exchange

The Grove HOA will reimburse reasonable supplies and services like jugglers, bounce houses, santa, etc. for events. **The Grove HOA will not purchase alcohol or reimburse alcohol purchases.** Alcohol is allowed at Grove-sponsored events so long as it is appropriate for the nature of the event and is purchased separately by residents (residents may be social committee members). Individuals purchasing and/or serving alcohol are responsible for understanding and adhering to State and Local ABC laws. Steps shall be taken to ensure guests drink responsibly including ticketed serving limits and ID checks of any individual appearing under the age of 30 years old.

The Grove Social Committee, including the chair, are uncompensated volunteers of the Grove HOA.

Newsletter Chair (Reports to Secretary)

The newsletter chair is appointed by the HOA President or their board member delegate and is responsible for compiling, editing, publishing, and advertising sales for the quarterly Grove Miner newsletter. The newsletter chair may recruit additional members to assist as necessary and will consider any newsletter article submitted by a Grove Resident Member for publication. Approval or denial of articles for publication are at the discretion of the newsletter chair. Any controversial or contested decisions should be brought to the HOA Secretary for review. The Secretary will bring the matter before the HOA board at their discretion.

The newsletter chair also sells advertising space in the Grove Miner Newsletter. Advertising rate change proposals shall be brought to the HOA Secretary and Treasurer for review. Newsletter advertising revenue is paid to the Grove HOA to offset the cost of publishing the newsletter and for the benefit of the community to the extent that advertising revenue exceeds publication expense.

The Newsletter chair receives a stipend of \$600 per issue to cover time and functional expertise required to advertise, edit, and publish the newsletter. The Newsletter chair may also advertise design consulting services for advertisers in the newsletter at a rate to be determined by them and retain any compensation received for their services.

Pool Chair (Reports to Director)

The pool chair shall be appointed by the HOA President or their board member delegate. Responsibilities include the review of the annual pool contract. Periodic inspection and review of the pool facilities and services provided by the pool company and reporting any issues or deviations to the HOA board as necessary. It is helpful for the pool chair to understand pool management, lifeguard duty, and/or service contract delivery.

The pool chair is an uncompensated volunteer of the Grove HOA.

Website Chair (Reports to Director)

The website chair shall be appointed by the HOA President or their board member delegate and is responsible for maintaining the Grove HOA website. Current responsibilities include:

- Uploading HOA documents including meeting agendas, minutes, governing documents, and the ARC modification request form
- Administering the clubhouse reservation system
- Moderating the Grove HOA facebook page (unofficial communication page)

The chair may propose changes and enhancements to the website from time to time for approval by the HOA board. The website and Grove branding are important to the identity of the neighborhood and so all changes should be approved by the HOA board.

The website chair is an uncompensated volunteer of the Grove HOA.