

Country Club Village at Tuscowilla Homeowner Association Potential Board Member Information

1. **How many Board Members are there?** There are 9 Board positions currently required by our Association documents. Of these, four folks also take on the roles of President, VP, Secretary, and Treasurer.
2. **How long will I be a Board Member?** Board Members elected in mid-October at a General Membership Meeting serve for a period of two years starting on November 1. Our fiscal year is November 1 through October 31 of following year. Members joining the Board to fill in a vacant seat during the middle of a term are on the Board for the remainder of the seat's term they fill. Board Members may serve two consecutive terms but then are "termed out", able to return to Board service after a two-year waiting period.
3. **When are meetings held?** There are 10 monthly meetings of the full Board, and most meetings run under 2 hours in length, plus add about an hour of prep work needed to read documents in advance of each meeting. Meetings are scheduled for the second Tuesday of each month, at 7:00 pm at a nearby location. The Board Members also attend the semi-annual meetings in April and October that are called General Membership Meetings, when all 245 Members are encouraged to come out and attend a Q&A session with the Board about whatever the Members wish to talk about, so new residents have an opportunity to meet neighbors, etc. These meetings usually also run 2 hours with the 1 hour prep time. And yes, each Board Meeting is 100% open to all Members and they can come speak to the Board about anything they wish.
4. **What other time commitment is there outside of the Board Meetings?** Board Members typically also spend time serving on the separate operating committees of the Association, where certain detailed tasks are handled by these subsets of the Board, such as oversight of our landscape company, making new or amended policy recommendations to the Board, etc. The committees meet as needed to handle certain tasks that they do routinely or that arise during the year for something new. For example, Finance meets 3 or 4 times for 60 minutes in the summer as it works on the annual budget for the upcoming year. Architectural Control Committee meets for 15-30 minutes or so on the phone when an owner puts in a formal request to change something on the outside of their home, such as a new roof, changing the paint colors, a room addition, pool, deck, roof, that sort of thing. There may be 1 or 2 applications a month, many months there are none. Public Relations / Website will meet to go over suggested changes to be made to our website. Legal will spend a time working on updating and refining our governing documents. No committee has a set time per se and none meets each month. The average time outside of Board meetings that the average Board Member would spend over a 12 month period is probably 2-4 hours a month. If a Member has a particular skill set due to experience or training or passion, that Member would probably wish to be on a committee where their strengths could be most utilized. If you have a hearty desire to learn and serve but you are / were not

an accountant or lawyer or insurance agent or road engineer or someone like that, that is not a problem. It will require some more time to get up to speed and get some help from existing Members and that will happen. There are some committees where residents help out who are not on the Board, but have some special experience or desire to come help out on a committee. Additional help is encouraged and always appreciated. A listing of the committees is below.

Maintenance	Architectural Control
Community Spirt	Beautification (suggests changes to our property)
Public Relations / Website	Finance
Documents / Legal	Infrastructure / Roads
Nomination	

- 5. Does the Association hire any professionals to help it?** Yes, several. We have a third-party management company who handles all of the money, does the accounting, hosts our website, and gives us advice on how to operate our Association. We have a law firm which gives us advice on important legal topics and also does our collection efforts. We also have a CPA firm which does our corporate tax return and issues an annual report as some extra support for the financial statements issued by the third-party management firm. The HOA Board will engage other experts as needed.