**The Manors at Deer Creek Trustee / Director Duties and Responsibilities**

**Guiding Principle:** Protect the Property Values of the Residents of The Manors at Deer Creek and be a Good Steward of HOA Assessment Funds.

**Duties include:**

* Maintain the Common Grounds and the Entrance Monument Area including the irrigation system, accent lighting
* Establish and maintain a relationship with all service providers by scheduling required service and prompt processing of invoices
* Maintain legal standing of the HOA by maintain the Not for Profit status current with the Secretary of State of the state of MO.
* Prepare the annual budget
* Levy assessments
* Maintain Common Ground Liability Insurance
* Maintain D&O Insurance
* Maintain compliance to the Indenture of Trust use restrictions by monitoring conformance and issuing violation letters and if necessary enforce at law in equity
* Approve lease agreements between owner and tenant should they occur
* Organize the annual meeting and Trustee election
* Maintain the HOA website
* Maintain the HOA domain name and hosting services
* File annual tax returns
* Initiate and file liens and garnishments for unpaid assessments as needed
* Communicate to residents via periodic mailings and web site and Facebook posts
* Act as a liaison between residents and City Council members on an as needed basis
* Collaborate with legal counsel as needed to maintain the Indenture of Trust current with State Statutes as well as adjudication of any legal matters
* Review and process Architectural Modification requests

A detailed list of the Directors Duties and Responsibilities can also be found in the Indenture beginning on pages 18 - 21 and contained in Section 9 (a) – (s)