

Hamilton Hills Association Board Code of Conduct and Duties by Office May 2023

Code of Conduct

The Hamilton Hills Association Board of Directors will use its best efforts at all times to make decisions that are consistent with high principles, and to maintain, protect, and enhance the value of the Association assets and quality of life. The Board Members will:

- Act with integrity in accordance with the bylaws and duties of elected office.
- Attend scheduled meetings of the board.
- Attend the Annual Meeting
- Always endeavor to serve the association's best interests.
- Be good financial stewards of the association.
- Always support the decisions made as a board even if they do not agree with them.
- Hold open, honest and fair elections.
- Not share to any third party any discussions or decisions made in the executive session of board meetings.
- Not reveal personal information about any homeowner, resident, or employee.
- Not use association funds for personal use without authorization.
- The Board will adhere to, respect and Uphold the HHOA privacy policy, with regards to board decisions and community members information

Duties by Office

President

- Act in accordance with the HHOA Code of Conduct and Privacy Policy.
- Call Board Meetings, set agenda and chair meeting.
- Call Annual HOA Meetings, set agenda and chair meetings.
- Oversee all Board activities.
- Delegate duties as needed.
- Architectural Improvement
 - Receive and process requests.
 - Communicate with other board members and call special meetings if needed.
- Real-Estate Forms
 - Receive request and fill out real estate form.
 - Communicate with other board members.
- Communicate with Management Company
 - Finances, mailings and meetings.
- New Resident Welcome
 - Be aware of homes for sale.
 - Once the real estate form is filled out, contact Kay Dunning and the Board Member-at-Large to reach out to the new homeowner for a directory and a Savage Welcome packet.
- Website
 - Monitor the website with the Secretary or whoever is in charge of website.
 - Pay yearly fee (credit card) for the website with reimbursement from HOA funds.

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Vice-President

- Act in accordance with the HHOA Code of Conduct and Privacy Policy.
- Attend Board Meetings.
- Assume any/all duties that the President is unable to do.
- Chair the planning committee for the Hamilton Hills Fall Picnic and other social events.
- Chair the Hamilton Hills Ambassadors committee that coordinates a Helpful Neighbors list for the Hamilton Hills Association.
- Be a point of contact for community members, as needed.
- Enhance communication of Board activities, when appropriate.
- Educate Members on tools available (website, newsletter, etc.).

Secretary

- Act in accordance with the HHOA Code of Conduct and Privacy Policy.
- Attend Board Meetings.
- Type up meeting minutes and distribute to board members for review and commentary within one week after board meetings.
- Upload meeting minutes to Hamilton Hills HOA google drive.
- Maintain current policies and contracts (e.g., insurance policy, grounds maintenance contract) on Hamilton Hills HOA google drive.
- Manage access to Hamilton Hills HOA google drive (only current board members should have access).
- Maintain Hamilton Hills HOA website, including posting relevant announcements, ensuring that any files, links, and board member bios are current, and managing routing of the question box (should route to email address of current board president).
- Write annual newsletter for ~January distribution (with input/assistance from other board members).

Treasurer

- Act in accordance with the HHOA Code of Conduct and Privacy Policy.
- Attend Board Meetings
- Be the primary liaison with the HOA accounting firm, New Concepts Group, to ensure an efficient and accurate information flow.
- Monitor account information on a monthly basis or as often as needed.
- Follow-up of any member accounts in arrears, and engage in direct collection as needed.
- Prepare and submit an annual budget to the board and, once approved, to NCM for inclusion in the monthly reporting.
- Ensure that proposals of members or board members are within the financial capacity of the HHOA to meet.
- Ensure that adequate cash balances are maintained to meet the annual budgeted expenses as well as unexpected expenses that may arise.
- Prepare the annual Treasurer's report as required by Article VIII and Article VI of the Association by-laws.
- Ensure appropriate Insurance coverage for Association assets and liabilities. Perform on-going reviews of coverages and premiums, and conduct periodic due-diligence reviews of other insurance companies to ensure premiums and coverages are competitive.

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Additional Information for the position of the Treasurer

- The primary responsibility is covered under Article VIII, 7 and Article and Article VI of the HHOA by-laws.
- Accounting and Control

Because the Association uses an outside managing agent, New Concepts Management Group (NCM), responsibility for this area is largely in the hands of New Concepts. Daily accounting for invoicing of annual fees and payment of expenses, along with deposits and checking duties, is exclusively handled by NCM. They are also charged with maintaining a detailed set of accounts and produce monthly financial statements. Related duties of the Treasurer include:

 - At least monthly monitoring the financial records maintained by NCM, and timely follow-up of problems or issues noted.
 - Follow-up of any member accounts that are in arrears, and direct collection efforts as needed.
 - Maintain a close and direct relationship with NCM assigned personnel to ensure efficient and accurate information flow.
- Financial Oversight of HHOA Affairs

The Treasurer position has primary responsibility for the fiscal integrity of the HHOA. In addition to assuring the accuracy of accounting and control, the Treasurer is responsible for monitoring the overall fiscal health of the HHOA and ensuring accurate and timely forecasts of cash flows and balances.

 - Submit an annual budget of income and expenses to the Board, and once approved, submit to NCM for inclusion in the standard reporting.
 - Prepare and submit periodic updated reports and forecasts as needed to the Board.
 - Ensure proposals of members or board members are within the financial capacity of the HHOA to meet the corresponding obligations without jeopardizing its fiscal integrity.
 - Ensure that minimum cash balances are maintained to cover unexpected obligations or expenses.
 - Prepare the annual Treasurer's Report to the membership. Include:
 - A copy of the financial statements for the past year, along with a statement of financial condition.
 - A statement of any significant capital expenditures to occur in the next year or succeeding 2 years.
 - A statement of the status and amount of any reserve funds.
 - A statement of pending suitor judgements in which the HHA is a party.
 - A statement on the insurance coverage provided by the HHA.
 - A statement of any unpaid assessments.
- Insurance: Article XII Bonds and Insurance

The HHOA is required to maintain liability insurance on all Board members and officers of the Association. There is no equal provision for maintaining property insurance on HHOA assets, although the Association has obtained coverage for that as well.

 - Work with insurance carrier(s) directly to ensure required coverages are met and and that desired coverages approved by the Board are met.
 - Advise the Board of any insurance remedies to claims or issues that may arise.
 - Perform periodic (annual) reviews of insurance coverage and due diligence reviews of other insurance companies to ensure reasonable premiums.

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Member-at-Large

- Act in accordance with the HHOA Code of Conduct and Privacy Policy.
- Attend Board Meetings.
- Perform the duties as the Board assigns.
- Serve as a liaison between the HOA homeowners and the HOA Board.
- Serve as a liaison between the City of Savage/Scott County and the HOA Board.
- Perform varied tasks that are not assigned to the other members of the Board; assist other Board Members so that various projects and goals can be achieved faster.