

SPECIFIC DUTIES OF OFFICERS, DIRECTORS AND STANDING COMMITTEES

Section 1. Duties of Officers. The duties of the offices of President, Vice President, Secretary and Treasurer are as follows:

Section 1.1. President. The President will preside at all meetings of the Board of Directors, will see that orders and resolutions of the Board are carried out, sign all leases, mortgagees, deeds, and other instruments approved by the Board, and will cosign all checks and promissory notes. The President shall appoint a Parliamentarian, subject to approval of the Board, who shall not be a voting member of the Board.

Section 1.2. Vice President. The Vice President will act in the place of the President in the event of his or her absence, inability, or refusal to act, will cosign checks and other documents as required and authorized by the Board, and will exercise and discharge such other duties as may be required of him or her by the Board.

Section 1.3. Secretary. The Secretary will record the votes and cause minutes of all meetings and proceedings of the Board and the Members to be kept and maintained as required by law, these Bylaws and provisions of the Declaration, keep the corporate seal of the Association and affix it to all papers so requiring and serve notice of meetings of the Board and of Members as required by law, the Declaration and these Bylaws. The Secretary shall cause to be maintained appropriate current records showing the Members of the Association together with their addresses, and shall develop a process for and implement the preparation of a list to be maintained of Qualified Voting Members, pursuant to Sections 1.7 and 2.7 of the Bylaws, in advance of and for use at any meeting of the Members at which a vote will be taken, and perform such other duties as may be required by the Board or by law.

Section 1.4. Treasurer. The Treasurer will receive and deposit in appropriate bank accounts all funds of the Association, and disburse such funds as directed by resolution of the Board of Directors; co-sign all checks and promissory notes of the Association; keep proper books of account; and oversee the preparation of an annual operating and capital budget for review and approval by the Board, and to prepare monthly and annual statements of income and expenditures, a copy of which documents will be made available to all Members, and a report on which will be given at the Annual Meeting of Members. Oversee all actions undertaken pursuant to Section 3.9.10. Article III of the Bylaws.

Section 2. Duties of Directors - Standing Committees:

Section 2.1 Director –Events. The Director of Events shall perform the following duties.

Section 2.1.1. Chair and appoint an Events Committee of at least two (2) additional members.

Section 2.1.2. Each year, prepare a Calendar of Events planned for the next calendar year and submit it to the Board at the October Board Meeting for approval.

Section 2.1.3. The Director shall appoint an Assistant to act in the absence of the Director, and a Treasurer for the Committee, and may appoint Chairs for each event.

Section 2.1.4. Coordinate event scheduling with the Director - Programs to preclude conflicts in scheduling.

Section 2.1.5. Provide the On-Site Property Manager with the yearly Calendar of Events, and the names of the Event Committee's Chairs and the Assistant and Treasurer.

Section 2.1.6. Supervise or personally purchase the supplies to be used for the events.

Section 2.1.7. Perform such other duties as may be required by the Board.

Section 2.2. Director – Operations. The Director of Operations shall perform the following duties:

Section 2.2.1. Appoint and chair a Chartered committee of at least two (2) additional members. A list of committee members shall be presented to the Board and submitted annually to the Board with any change in membership. Members will be included in the liability coverage of the Association's insurance policy and receive annual safety training. The Director will cause to be kept a record of all training received by members of the Committee.

Section 2.2.2. Coordinate with the On-Site Property Manager in preparing a list of operational items to be included in the Operating, Capital, and Reserve budgets, secure bids as required by the Bylaws, and submit the recommendations to the Board Treasurer by July 31 of each year. Unplanned budget items adjustment needs should be reported to the Treasurer as they occur, and, if \$30,000 or above, shall require Board approval.

Section 2.2.3. Review monthly with On-Site Property Manager an analysis of operating expenses and prepare a monthly report to the Treasurer listing any expenditure overrides of the Operating, Capital, and Reserve budgets.

Section 2.2.4. Coordinate with the On-Site Property Manager to issues work orders for any items of the Association which can safely be repaired or maintained by the Committee or the Special Projects Committee.

Section 2.2.5. Together with the On-Site Property Manager, prepare and submit for Board approval any contracts not included in previously approved budgets, which call for spending \$25,000 or more for outside personnel or services required for maintenance or replacement of the Association's property. Board approval is not required for any contract or expenditure regardless of amount if provided for in the budget prepared pursuant to Section 2.2.2 and Section 1.4., above. The Director shall have and exercise over-site responsibility for all operations contracts

Section 2.2.6. Coordinate with the On-Site Property Manager on necessary maintenance of the Association's property. Day-to-day responsibility for such maintenance is a function of the On-Site Property Manager, however, the Operations Director has oversight responsibility.

Section 2.2.7. Establish and coordinate with the On-Site Property Manager and the Director – Safety and Security, the emergency procedure implementation, including hurricane procedures, for securing and protecting the Association's buildings, structures, equipment, and property. Such implementation includes coordination with other Committees and educating office and maintenance personnel and having emergency supplies on hand.

Section 2.2.8. Coordinate with the On-Site Property Manager and ensure the Association's maintenance personnel receive annual safety training.

Section 2.2.9. The Director shall have oversight responsibility for the Association's RV lot and secure volunteers to assist in this responsibility.

Section 2.2.10. Perform such duties as may be required by the Board.

Section 2.3. Director – Programs. The Director of Programs has the following duties:

Section 2.3.1. Chair and appoint a Programs Committee of at least two (2) additional members.

Section 2.3.2. Evaluate, plan, schedule, coordinate and implement programs supporting the health, education, and welfare of the Association's Members. Programs may include outside art exhibitions, concerts, games, physical fitness, or other such functions deemed appropriate for the entire community.

Section 2.3.3. - Coordinate closely with the Director - Events to preclude conflict in scheduling and coordinate with the On-Site Property Manager for space, facilities and personnel that may be required for such programs.

Section 2.3.4. Serve as coordinator and mediator for the various organized Member groups using the facilities of the Association for space, facilities, and personnel.

Section 2.3.5. Act as a spokesperson concerning these groups before the Board.

Section 2.3.6. Perform such other duties as required by the Board.

Section 2.4. Director – Rules and Regulations. The Director of Rules and Regulations shall perform the following duties.

Section 2.4.1. Chair and appoint a committee of at least two (2) additional members to the Rules and Regulations Committee and provide the Committee members with information necessary to perform their duties.

Section 2.4.2. Recommend changes to the Rules and Regulations of the Association for approval by the Board and ensure that the rules and regulations comply with the Bylaws, the Declaration and all Federal, State and local laws and ordinances."

Section 2.4.3. Ensure that the Board approved Rules and Regulations are published and made available to all Association Members.

Section 2.4.4. Together with the Management Company and the On-Site Manager, identify violations of the Association's CCR's, and Rules and Regulations and coordinate with other Directors, the Management Company and Board Attorney to remedy these violations.

Section 2.4.5. Assure that violation complaint forms are made available through the Carriage House Office for use by Members. Such forms shall include a detail description of the infraction and the address deemed to be in violation and require contact information of the person making the complaint.

Section 2.4.6. Perform such other duties as may be required by the Board.

Section 2.5. Director - Safety, Security and Civil Defense.

The Director of Safety, Security and Civil Defense shall perform the following duties:

Section 2.5.1. Chair and appoint a committee of at least two (2) additional members to the Safety, Security and Civil Defense Committee and provide the Committee members with information necessary to perform their duties.

Section 2.5.2. In coordination with the On-Site Property Manager, present an Annual Operating budget pertaining to Safety, Security and Civil Defense, to the Board Treasurer yearly by July 31 of each year.

Section 2.5.3. Coordinate with the On-Site Property Manager to ensure that all Safety, Security and Civil Defense Program in Country Place conform to all Federal, State, and local laws and ordinances in the normal day to day

operations pertaining to Security Officers and shall have primary responsibility for all Safety, Security and Civil Defense matters.

Section 2.5.4. Coordinate with the On-Site Property Manager and Director of Personnel and Policy for the implementation of all required licensing and safety training for Country Place personnel employed as Security Officers, to include, but not limited to, legal use of weapons. Ensure that all Security Personnel provided by outside contractors are properly trained and licensed by the State of Texas.

Section 2.5.5. Ensure that the current Directory of Country Place residents, including telephone numbers and emergency contact information (when available) maintained by the On-Site Property Manager is provided to the Security Officers.

Section 2.5.6. Present a monthly report at the Board and/or membership meeting.

Section 2.5.7. Perform other duties as may be required by the Board.

Section 2.6. Director - Architectural Control. The Director of the Architectural Control Committee (“ACC”) shall perform the following duties:

Section 2.6.1. Chair and appoint a committee of at least two (2) additional members to the ACC and provide Committee members with information necessary to perform their duties.

Section 2.6.2. Establish and publish to the Members objective standards, approved by the Board, for acceptable home improvements and lot landscaping.

Section 2.6.3. Review and approve applications for home improvements and lot landscaping in accordance with standards established by the ACC and approved by the Board and, together with the Management Company, identify and enforce violations of non-approved architectural and landscaping/changes consistent with applicable deed restrictions pertaining to all lots.

Section 2.6.4. Coordinate or consult, as necessary, with the Country Grove Community Association Officers, as well as the Director - Rules and Regulations concerning architectural or landscaping requests.

Section 2.6.5. Make recommendations regarding changes in various ruling documents of the Association, concerning architectural and/or landscaping standards to the Board.

Section 2.6.6. Perform such other duties as may be required by the Board.

Section 2.7. Director – Personnel and Policy. The Director of Personnel and Policy

shall perform the following duties.

Section 2.7.1. The Director of Personnel and Policy shall appoint and Chair a Personnel and Policy Committee of at least two (2) additional members.

Section 2.7.2. Coordinate with the On-Site Property Manager in preparing and presenting an operating budget to the Board Treasurer by July 31st of each year.

Section 2.7.3. Review and update policies and submit them to the for Board for approval and inclusion in the Employee Handbook and provide all employees with an up-to-date Employee Handbook.

Section 2.7.4. Review with On-Site Property Manager all applications for use of any Association facilities.

Section 2.7.5. Meet monthly with On-Site Property Manager and staff.

Section 2.7.6. Coordinate with the On-Site Property Manager and the Director of Operations in providing yearly training for all employees and Special Projects committee members in safety training including reviewing employee policies, team building and security.

Section 2.7.7. Coordinate with the Directors of Operation's and the Director of Safety, Security and Civil Defense to provide training for all employee in the performance of their duties.

Section 2.7.8. Perform such other duties as may be required by the Board.

Section 3. Duties of Other Standing Committees.

Section 3.1. Standing Committee – Neighborhood Watch Program. The Board shall establish a Neighborhood Watch Program committee and shall appoint a Chair for the Committee, who shall have the following duties.

Section 3.1.1. Appoint and Chair a committee of at least two (2) additional members.

Section 3.1.2. Establish and define the duties of and oversee a Country Place Neighborhood Watch program and enlist volunteers to serve as Section Leaders and Block Captains for all Sections of the community.

Section 3.1.3. Maintain a current list of all volunteers serving as Section Leaders and Block Captains with their contact information and provide them to the Board of Directors, the On-Site Property Manager, and the Director – Safety, Security and Civil Defense.

Section 4. Special Committee(s). The Board may establish as needed, from time to time, Special Committees to carry out specific duties for such period of existence as shall be determined and defined by the Board at the time the Special Committee is established.