

Chula Vista Homeowners Association

Job Description

Member at Large

General:

- Regularly attends Board meetings and important related meetings.
- Makes serious commitment to participate actively in committee work (if assigned to a committee).

Special Responsibilities:

- *Architectural Review* – either personally or through coordination with other Board and association members:
 - Receives architectural review paperwork.
 - Advises members on filing requirements.
 - Evaluates all paperwork.
 - Conducts a site evaluation to ensure the proposed property enhancement meets with the requirements of the governing documents.
 - Reports findings to the Board.
 - Signs the architectural review document once the Board approves it.
 - Ensures the completed document is filed with the CVHOA File Clerk and a copy is given to the homeowner.
- *Road Maintenance* – either personally or through coordination with other Board and association members:
 - Checks all HOA roads.
 - Advises Board of maintenance requirements.
 - Secures bids for work to be done.
 - Coordinates road work, ensuring homeowners are notified of any work being carried out.
 - Responsible for weed control and ditch clearing on Board easements either personally or through coordination with other Board and association members.

Bank Account:

- May be designated a secondary signee on CVHOA checks.