

**The Neighborhood Representatives are the focal point of communication between individual owners, the HOA manager, and the Board of Directors. The responsibilities and duties of a Representative require someone willing to work to help the association be well informed and to be responsive to the homeowners.**

- A. Definitions & procedures established by the bylaws and Covenants.
1. A neighborhood will consist of 30 to 40 owners & there are three neighborhoods to a District.
  2. Each neighborhood will have at least three representatives, elected by a majority of their neighborhood members. The representatives will select a primary (chair) and secondary representative. These representatives will also constitute the Neighborhood Committee.
  3. Neighborhood committees nominate directors and determine the nature and extent of services, if any, to be provided to the neighborhood by the association in addition to those provided to all members of the association in accordance with the declaration.
- B. Neighborhood Representatives Should:
1. Be active in the items outlined in "A" above.
  2. Understand the bylaws and covenants of the HOA to help other homeowners.
  3. Attend quarterly and other special meetings of the HOA.
  4. Work with their Board Director and the HOA Board on the budget and other issues.
  5. Welcome new homeowners to the neighborhood and give them a "Welcoming" Package provided by the HOA manager.
  6. Maintain an up-to-date listing of all homeowners in their neighborhood and advise the HOA manager of any changes.
  7. Be the conduit for communications between the HOA and the neighborhood homeowners. Attempt to resolve homeowner concerns or pass them on to the District Board Member, or the HOA manager, and on to the HOA board if necessary. Likewise, distribute information from the HOA board and manager to the neighborhood.
- C. Neighborhood Committees.
1. Each neighborhood committee should annually select the next year neighborhoods representatives and determine the primary and alternate by August 31.
  2. The three neighborhood committees should meet and select the District Board member from the neighborhood nominees by September 15.