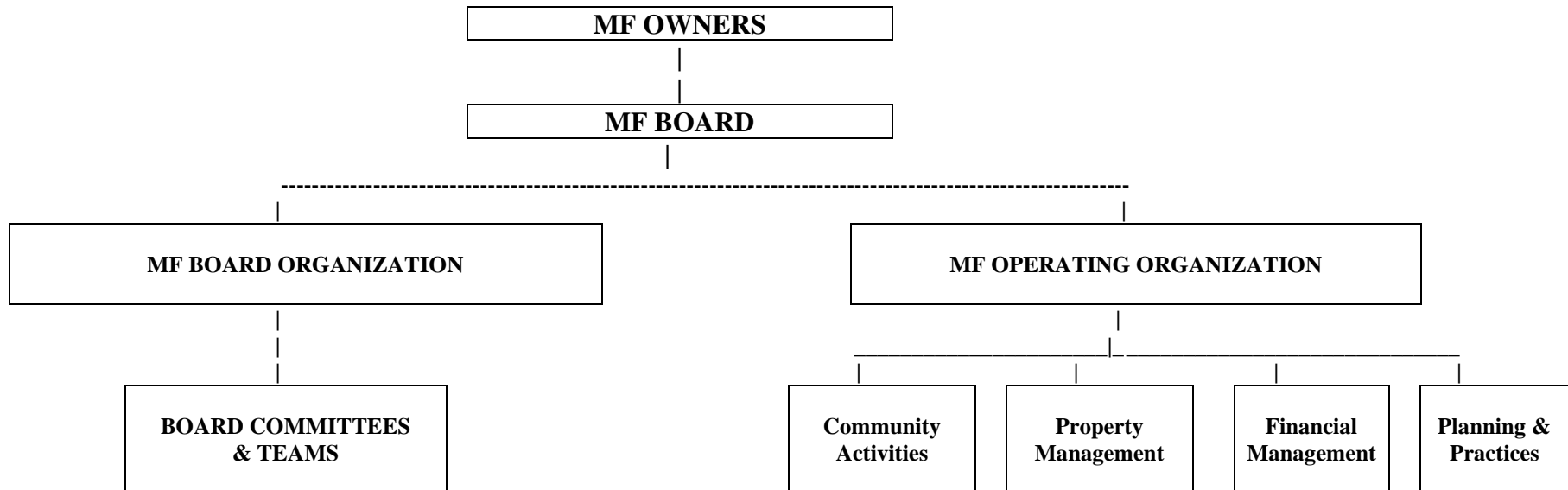


# MOUNTAIN FAIRWAYS HOMEOWNERS ASSOCIATION [MF HOA] 2020 ORGANIZATION CHART



**Committees**

- Buildings & Grounds [B&G] Committee
- Finance Committee
- Community Activities Committee
- Business Practices Committee

**Teams**

- Long Range Planning
- Web Page
- Technology
- Insurance
- Financial Review

**Important Parameters**

- Our committees & teams & board interact with the operating organization paid and volunteer personnel by function
- The majority of our operational personnel are both owners and members of a team or committee aligned with their operational role
- At this time the Community Activities and Administrative Services functions are handled solely through board committees & team

**NOTES:**

- 1) The next page provides a more detailed organization chart for the board & operating organizations.
- 2) The board publishes a schedule of its meetings each year to which all the owners are invited to attend (in addition to the two owner-oriented meetings each year)
- 3) We currently have an unfilled contracted role of our MF Property Asset Manager – the board Operations Director and B&G are handling that responsibility in the interim.



## NOTES

1) The [B] or [O] designation describes where this organizational entity would be in the standard paradigm of an organization being composed of a board organization and an operating organization. All committees should be composed of a minimum of two board members (\*) and any number of non-board members. Job (role) descriptions are available for each committee. There is a job (role) description in the by-laws for each of the four standard officer positions, as well as the Operations Director position.

2) We have documented roles for treasurer (TREAS), financial secretary (FINSEC), and finance committee chair (FINAN). For the 2015/2016 and 2016/2017 and 2017/2018 seasons we did not have two separate people doing the TREAS and FINSEC roles like we need and have had in the past. For the 2018/2019 season and going forward we are back to the desired/normal paradigm.

3) In 2017 we had volunteer staffing for our MF Property Asset Manager (acronym is PAM) role. In 2018 we had a MF individual in a paid role through August who continued in a transition status for the rest of the year as we brought aboard his successor to finish out 2018 and fill the role for 2019. A work order form is used to improve our effectiveness and timeliness in this area. We currently contract for several services (including, but not limited to): lawn and landscaping service, sprinkler system service, snow removal service, garbage service, and facilities repair services (new evolving term is *handyman service*). The details of how the B&G chair and PAM will partner in the primary contact role are determined annually.

Carol Prince served in this role for 2019 and is currently serving in this role for 2020. Having said that, she announced her resignation from the role effective with the 2020 Annual Meeting. So the B&G Committee currently has the responsibility to recruit, and obtain a contract with, her replacement. The 2020 Budget and the recently approved 2021 Budget both premise the same contract compensation/expense (as well as payment of that compensation equally over 12 months).

There is a proposal currently being considered that if approved will result in role descriptions for the *Operations Director* and the *B&G Committee chair* – in addition, the project would result in updated role descriptions for our two paid contracted capabilities of *MF Property Asset Manager* and *MF HOA Handyman*.

4) The current staffing of the organization chart (top portion of the page above) is the result of three factors

- the first factor is the election of board members at the 8/16/20 Annual Meeting and the election of a) officers and b) designation of committee chairs and team leaders either at the 8/16/20 board meeting that followed the Annual Meeting or by subsequent election by the group involved
- the second factor is the result of owners using the volunteerism worksheet at the Annual Meeting to sign up for their areas of interest
- the third factor is the committee chairs and team leaders documenting continuing members and new members of their respective groups. At the 8/16/20 board meeting the decision was made to have the B&G Committee and the Community Activities Committee elect their own committee chair.

5) We now have documentation on the special teams that support the board organization (the board and its committees). Each of these teams has a specific purpose as noted below, and meets and conducts its business when needed. With the exception of the Web Page function and the Technology function (which have a combination of ongoing and one time projects work), none has a permanent membership – rather, the team members are determined at the time work is commissioned for the team.

\* ***Planning & Practices team*** - now made up of three functions that previously were separate entities:

Insurance function – makes recommendations to the board on a) our periodic contracting with an insurance provider as well as b) making insurance related decisions such as the assessment within the overall Operating assessment needed to fairly provide the needed revenue stream. ***2019/2020 team members that now make up the functional resources were Gary Dougherty, Arleta Bell, Susan Novy, and Rick Jordan***

Long Range Planning function – the intent is to have a small group conduct the longer term planning needed to keep our organization viable in the future (not just in the short term). The initial role description and staffing are complete, with an expectation that both will evolve with time. ***2019/2020 team members that now make up the functional resources are Claudia Jordan, Pete Hogue, Rick Jordan, Elen Crone, and Ronnie LaRue – Claudia was team leader***

Business Practices function – maintains our governing documents on behalf of the board, does initial drafting of documentation on many topics for completion by the entity involved, provides tools for board use such as org charts, high level timelines, etc. ***2019/2020 committee members that now make up the functional resources are John Gaddis, Susan Novy, and Pete Hogue***

\* ***Financial Review team*** – commissioned in August 2016 as an internal review team to do our required review of the 2015 fiscal/calendar year financial activities & records. The proposal defining the project scope (including timing and cost) and team composition was approved at the 8/27/16 board meeting. That project is complete. The team was reconstituted in the summer of 2018 to do the required review of the 2017 fiscal/calendar year financial activities & records. That project was completed in the fall of 2018. A team will be reconstituted in in the summer of 2020 to do the required review of the 2019 fiscal/calendar year financial activities & records [NOTE: the board has recently approved a finance team recommendation to delay the work until 2021 due to the pandemic]

\* ***Technology team*** – now made up of two functions that previously were separate entities (teams):

***Technology function*** - handles the three responsibilities of technology, facilities, and equipment, with the main emphasis being technology (and the electronic equipment involved). The initial team (now function) was commissioned at the 1/28/18 board meeting following the recommendation from the LRP team that an Electronic File Storage Project be approved, with one component being establishing this team. ***2019/2020 team members that now make up the functional resources were Rick Jordan and Pete Hogue.***

***Web Page function*** – handles the design of the web site (both the initial version & the ongoing enhancements) as well as the input of, and maintenance of, the information displayed on the web page. Until recently only the team members, in particular Susan as the webmaster, had the access and authority to input information. Currently the treasurer has been given the access and authority to input the financial information. The key to the web page design is that there are some pages that are accessible to anyone accessing the site and others that are restricted to our owners through ID and PASSWORD requirements. ***2019/2020 team members that now make up the functional resources were Susan Novy, Rick Jordan, and Leigh Dawson [Leigh's membership may change based on the Dawson's newly implemented two home lifestyle] – Susan was team lead.***

6) The working relationship and business practices used between each committee or team and the board has evolved over time. Each committee or team normally has a combination of a) responsibilities they handle directly on behalf of the board and b) responsibilities they handle through doing analysis for, and making recommendations to, the board. In the event of an issue or concern arising in the first case, the board may be requested to take a role in resolution of the issue or concern [a recent example would be the issues that arose connected with the B&G “tree” plan which was approved by the board but created concern for some owners when the plan was shared with the association membership].

7) Again this year, as we have done the last several years, we have a contracted MF HOA handyman role. Work direction for this role is currently provided by our Property Asset Manager. The role is currently filled by Edgardo and/or other supplemental resources.

8) ***The organizational changes being proposed for board review & approval at their 9/20/20 board meeting are:***

***a) the Business Practices Committee is being changed from a committee to a function within the Planning & Practices Team***

***b) the Insurance Team is being changed from a separate team to a function within the Planning & Practices Team***

***c) the Long Range Planning Team is being changed from a separate team to a function within the Planning & Practices Team***

***d) the previously separate Web Page Team and Technology Team are being changed to functions with the new Technology Team (with that retained name).***