

# COUNTRY CLUB ESTATE PROPERTY OWNERS ASSOCIATION



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| <b>Position Description:</b> | <b>Board Member</b>  |
| <b>Organization:</b>         | Country Club Estates Property Owners Association                         |
| <b>Position Type:</b>        | Volunteer (Working Board)  |
| <b>Term Length:</b>          | 2 Years  |
| <b>Time Commitment:</b>      | 10 - 15 hours per week<br>Time commitments ebb-and-flow with the seasons |

## Overview

In many Property Owners Associations (POAs), the Board acts as a high-level policy-making body. However, for "hands-on" associations like CCE, the role is also more operational. This position requires a balance of high-level oversight and hands-on management to ensure the community remains a premier environment for its members.

## Role Summary

Unlike a traditional governance-only role, the **CCE Board Member** is a "working" position. In addition to fiduciary and policy responsibilities, this individual is responsible for the direct oversight of the Association's daily operations. This role is ideal for a proactive leader who enjoys project management, problem-solving, and direct community engagement.

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## Key Responsibilities

### 1. Daily Operations & Infrastructure

- **Vendor Management:** At times, act as the primary point of contact for contractors (landscaping, pier services, security, etc.). Conduct site walk-throughs to ensure work meets contract specifications.
- **Maintenance Oversight:** Regularly inspect common areas, roads, facilities and amenities. Identify needed repairs and solicit competitive bids for Board review.

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- **Project Management:** Supervise active capital improvement projects to ensure they stay on schedule and within budget.

## 2. Member Relations & Compliance

- **Direct Inquiries:** Respond to owner questions, complaints, and service requests in a timely, professional manner.
- **Covenant Enforcement:** Conduct routine neighborhood inspections to ensure compliance with ByLaw guidelines.
- **Conflict Resolution:** Act as a first-line mediator for neighbor-to-neighbor disputes or rule violations.

## 3. Financial & Administrative Stewardship

- **Budget Execution:** Monitor line-item spending within CCE-Golf and CCE-POA (e.g., Equipment, Staffing, Utilities or Maintenance) to prevent overages.
- **Records Management:** Oversee accurate logs of maintenance requests, vendor invoices, and project approvals.
- **Fiduciary Duty:** Review monthly financial statements and participate in the development of annual budgets, establishing capital reserves, capital planning, cash flow management and reserves planning.

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## Qualifications & Skills

- **Proactive Mindset:** A "roll up your sleeves" attitude with the ability to manage tasks without a third-party property manager.
- **Communication:** Strong verbal and written skills for interacting with diverse stakeholders, frequently.
- **Basic Technical Knowledge:** Familiarity with general home/grounds maintenance or the ability to evaluate the need for and quality of trade work.
- **Time Availability:** Ability to respond to operational "emergencies" or meet contractors during standard business hours when necessary.

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## Working Conditions

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**Note:** This role involves physical activity, including walking the property in various weather conditions and attending evening meetings. Board members are expected to be reachable frequently via email or phone for urgent operational decisions.

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### **Why Serve?**

This is a high-impact role where your direct actions immediately improve the property value and quality of life for all residents. You will gain deep insight into community management and have a tangible hand in shaping the neighborhood's future.

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