



Fall Creek Place Homeowners Association Roles and Responsibilities

Purpose

This document is intended to serve as an overview of the different roles and responsibilities of the Fall Creek Place Homeowners Association (FCPHOA). This includes Board members and officers, as well as committee chairs and associated HOA processes. In the case of any discrepancies, the FCPHOA Articles of Incorporation, By-Laws, and Covenants take precedence over this document.

This document is the responsibility of, and maintained by, the FCPHOA Board Vice President.

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Board of Directors

All board members

The duties, powers, and responsibilities of the Board of Directors are defined in Article IV of the Fall Creek Place Homeowners Association By-Laws.

Responsibilities of board members include, but are not limited to:

- Being expected to attend monthly board meetings, homeowners' meetings, and special HOA events (e.g., ice cream social; neighborhood cleanups; etc.).
- Receiving and reviewing a monthly report from the management company regarding FCP activity (note—see the FCPHOA Frequently Asked Questions document, for the role of the management company).

One at-large board member shall be identified by the President to be responsible for scheduling and confirming meeting times and locations for the Board and for committees.

In addition, one of the two board members who is part of the Design Review Committee (see the Design Review Committee section, below, for more information) shall be identified by the President to be responsible for scheduling and preparing any DRC decision appeals.

On average, board members can anticipate spending between 2-5 hours/month on HOA-related activities.

President

In addition to being an at-large member, the duties of the President of the Board of Directors of FCPHOA are defined in Article IV, Section 5.4 of the By-Laws.

The President:

- Plans the agenda for, as well as presides over the monthly board meetings and homeowners' meetings.
- Writes a letter to the residents in the FCPHOA newsletter.
- Is also the primary liaison with other entities (e.g., the City of Indianapolis; Department of Public Works; other neighborhood associations; etc.).

On average, the President can anticipate spending between 4-8 hours/month on HOA-related activities.

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Board of Directors, continued

Vice President In addition to being an at-large member, the duties of the Vice President of the Board of Directors of FCPHOA are defined in Article IV, Section 5.5 of the By-Laws.

The Vice President:

- Assumes the President's duties when the President is not available.
- Assumes the Secretary's duties when the Secretary is not available.
- Assumes the Treasurer's duties when the Treasurer is not available.
- Is responsible for transitioning new FCPHOA board members and committee chairs into their position.
- Oversees the FCPHOA committees (permanent and special)
- Is responsible for maintaining this document.

On average, the Vice President can anticipate spending between 4-8 hours/month on HOA-related activities.

Secretary In addition to being an at-large member, the duties of the Secretary of the Board of Directors of FCPHOA are defined in Article IV, Section 5.6 of the By-Laws.

The Secretary:

- Assumes the Vice President's duties when the Vice President is not available.
- Records minutes of board meetings; these minutes are to be typed and provided to the board members such that they can be reviewed and discussed for approval at the next monthly board meeting.
- Collect monthly committee reports.

On average, the Secretary can anticipate spending between 3-5 hours/month on HOA-related activities.

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Board of Directors, continued

Treasurer In addition to being an at-large member, the duties of the Treasurer of the Board of Directors of FCPHOA are defined in Article IV, Section 5.7 of the By-Laws.

The Treasurer:

- Has signature authority for the FCPHOA bank accounts (note—under most circumstances, the management company handles banking needs and the treasurer has no direct involvement).
- Does a quality check of the monthly report from the management company by reconciling receipts with bank statements, and review other report items.
- The Treasurer is responsible for working with the management company in soliciting bids for neighborhood services (e.g., lawn service for the parks). These bids are to be finalized in time for the annual budgeting process.
- Works with the management company to prepare the planned annual budget. This should be complete in time to have the board approve the budget no later than the September board meeting. The approved budget is to be presented at the annual homeowners' meeting (normally held in October, as defined in Article III, Section 3.1 of the By-Laws).
- Is responsible for collecting advertisement money for the FCPHOA newsletter.

On average, the Treasurer can anticipate spending between 3-5 hours/month on HOA-related activities.

Committees

General responsibilities

All committees of the FCPHOA are expected to:

- Elect a chairperson(s) (if not appointed by the FCPHOA board) from among their membership to lead the committee and be the primary point of contact with the Board.
- Meet monthly, or as needed, for committee business, at a location determined by the chairperson(s).
- Provide a monthly summary report to FCPHOA board secretary prior to monthly board meeting. Report should summarize committee activities, decisions made, expenses, etc.
- Work with the Treasurer on determining budget needs. The annual budget should be complete in time for the September board meeting.

Committee chairs shall attend the monthly Board of Directors meeting. They shall be included in meeting discussions, but shall not vote on Board issues that arise.

On average, committee chairs can anticipate spending between 2-5 hours/month on HOA-related activities, dependent on if they have any special events planned beyond their monthly meeting.

Social Committee

In addition to the general committee responsibilities, the Social Committee is responsible for activities leading to a sense of community within the residents of Fall Creek Place. How to achieve this is up to the discretion and creativity of the committee.

At a minimum, three events are to be planned and run by the Social Committee. They are:

- Fall Creek Place garage sale, generally held in mid-June.
- Ice cream social, generally held in mid-August.
- Refreshments for the annual homeowners' meeting, normally held in October.

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Committees, continued

Newsletter Committee

In addition to the general committee responsibilities, the Newsletter Committee is responsible for creating and distributing a periodic newsletter to the residents of Fall Creek Place. Activities include:

- Creating or finding newsletter content;
- Soliciting and managing advertisements for the newsletter;
- Working with the FCPHOA Treasurer to account for advertisement money;
- Finalizing the newsletter layout for print and distribution;
- Working the management company for the FCPHOA to have the newsletter duplicated and mailed to the residents;
- Providing an electronic copy of the newsletter to the Website Committee to make available on the Fall Creek Place website.

Website Committee

In addition to the general committee responsibilities, the Website Committee is responsible for maintaining www.fallcreekplace.com. Activities include:

- Working with the Board for annual renewal of the website domain;
- Monitoring the website for inappropriate activity (e.g., malicious use; advertising/spam; etc.);
- Monitoring inquiries submitted to the website administrator;
- Facilitating placement of information to the website (e.g., requested news events and announcements; FCP newsletter; etc.);
- Maintaining and adjusting the website layout.

Garden Committee

In addition to the general committee responsibilities, the Garden Committee is responsible for activities leading to the beautification of Fall Creek Place. How to achieve this is up to the discretion and creativity of the committee.

At a minimum, two events are to be planned and run by the Garden Committee. These are a spring and fall neighborhood cleanup.

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Committees, continued

**Design
Review
Committee:**

Design Review Committee (DRC) is a standing committee of the Fall Creek Place Homeowners Association (FCPHOA). In addition to the general committee responsibilities, the DRC shall:

• **Overview**

- Operate as outlined in the Fall Creek Place Homeowners Association
 - Covenants, Section 2B Design Review Committee
 - Articles of Incorporation By-Laws, Article VIII Design Review
 - Design Review Guidelines
- Be composed of five (5) or more members and at least one ex-officio member, who shall be a member of the Board of Directors; one of the Board members shall be identified by the Board President to also be responsible for scheduling and preparing any DRC decision appeals. All members of the DRC will be appointed by the Board of Directors of the Fall Creek Place Homeowners Association, Inc., and will serve a two (2) year term.
- Keep log of homeowner applications, when reviewed, and decision criteria.
- Use the management company as the official point of contact between DRC and homeowners.

Apprise FCPHOA Board of recommended changes to FCP design guidelines document, as outlined in the attached Fall Creek Place Design Review Committee New Addendum Checklist.

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Committees, continued

**Design
Review
Committee:**
• **Design
Review
Process**

The following steps overview the design review process.

1. The management company receives DRC application from applicant (note—all applications must originate with the management company).
2. DRC application is forwarded to DRC for review and action.
3. DRC logs application.
4. DRC reviews and votes to approve or deny application based on the following criteria:
 - a. FCPHOA Covenants
 - b. FCPHOA By-Laws
 - c. FCPHOA Design Review Guidelines
 - d. DRC criteria (e.g., materials used, architecture, etc.)
5. DRC documents result of vote, along with deciding factors.
6. DRC communicates decision to management company.
7. The management company communicates decision to applicant
A decision of the DRC may be appealed to the FCPHOA Board of Directors by the Applicant or by an adjoining Lot Owner, which may reverse or modify such decision by a Two-Thirds (2/3) vote of the Directors then serving at a regular or special meeting of the Board. (By-Laws Section 8.8c Miscellaneous Provisions).

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Committees, continued

**Design
Review
Committee:**
• **DRC
decision
appeals
process**

Appeals of DRC decisions shall operate according to the following process. Coordinating this process shall be the responsibility of one of the Board members of the DRC, as identified by the Board President.

At least 48 hours prior to the meeting:

- The person(s) appealing will provide the Board members with the original plans for the property that were approved and stamped by the Fall Creek Place Design Review Committee.
- The Board will be given copies of the proposed plans for what the person(s) appealing want to do.
- The DRC will provide the rest of the Board an overview of their original decision to deny the proposal, as well as any additional relevant background information..

During the appeal, the person(s) appealing will have 30 minutes. This will include time to present their proposal as well as any supporting material. The 30 minutes is to also include time to address questions from the Board.

After person(s) appealing leaves, the board will make a decision by vote that night. In the event that additional time is needed to make a decision, the Board President will notify the person(s) appealing when a decision will be made. Once ready, the decision will be provided to the FCP management company to be filed.

The FCP management company will communicate the decision to the person(s) appealing the next day via a notarized letter sent via certified mail.

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FALL CREEK PLACE DESIGN REVIEW COMMITTEE

NEW ADDENDUM CHECKLIST

1. State the proposed new, amended, or revoked guideline:

2. Addenda has received the unanimous vote of the Design Review Committee (DRC) as of _____, 200____. The vote of the DRC is noted in the meeting minutes of the DRC and is attached to this checklist.
3. Addenda number is:_____.
4. Addenda has received a majority vote of the Fall Creek Place Homeowners Association, Inc. Board of Directors as of _____, 200____. The vote of the Board is noted in the Board's meeting minutes and is attached to this checklist.
5. Notice of new Addendum was mailed to all Owners within Fall Creek Place as of _____, 200____. Twenty (20) days from today's date is _____, 200____.
6. Addendum recorded with the Marion County Recorder's Office on _____, 200____.

ADDENDA # _____

VOTE OF THE DESIGN REVIEW COMMITTEE

The following duly appointed members of the Design Review Committee of the Fall Creek Place Homeowners Association, Inc. hereby unanimously vote in favor of the foregoing new, amended or revoked changes to the Design Guidelines of the Fall Creek Place development.

Signature

Date

Printed Name of DRC Member

Signature

Date

Printed Name of DRC Member

Signature

Date

Printed Name of DRC Member

Signature

Date

Printed Name of DRC Member

Signature

Date

Printed Name of DRC Member

