

ADMINISTRATIVE RESOLUTION REGARDING THE ORGANIZATIONAL STRUCTURE FOR THE
SMHOA BOARD OF DIRECTORS

March 17, 2026

Whereas, in accordance with Article IV, Section 1 of the Bylaw, the Snowdens Mill Homeowners Association, Inc. (SMHOA) is governed by a Board of Directors, which will have no fewer than five members and no more than nine members, and

Whereas, the board has the following principal responsibilities:

- Manage and maintain common areas of the association
- Enforce the covenants of the association
- Provide for architectural control and manage requests for property improvements by members (homeowners) of the association
- Contract for resources to manage the association and its responsibilities
- Set, provide notice, and collect assessments from members needed to manage the association and its assets
- Meet annually with members to provide updates on association activities and finances
- Maintain the books, accounts, and records of the association, including having independent audits performed annually
- and

Whereas, each year the members of SMHOA elect three members of the board to a three-year term, and

Whereas, each year the members of the board elect a president, vice president, secretary, and treasurer.

Now, therefore be it resolved that the board will be supported by the following committees:

- Communications/IT Committee
- Property Improvement Request (PIR) Committee
- Covenant Enforcement Committee
- Grounds Maintenance Committee
- Social Committee,

Be it further resolved that the board will be organized to have the following positions:

- President
- Vice President

- Secretary
- Treasurer
- Communications/IT Committee Chair
- Property Improvement Request (PIR) Committee Chair
- Covenant Enforcement Committee Chair
- Grounds Maintenance Committee Chair
- Social Committee Chair, and

Be it further resolved that each board member is expected to have responsibility for at least one of the positions. In cases where there are fewer than nine members, board members may have responsibility for more than one position. Board members may serve on more than one committee, and members who are not board members may serve on one or more committees, and

Be it further resolved that the board will be supported by a management contractor and contractors for several other services. An SMHOA Manager will be named by the management contractor, with the principal responsibilities of the management contractor outlined below, and

Be it further resolved that the responsibilities of each position on the board and the SMHOA management company and SMHOA manager will include, but not be limited to, the following:

President:

- Presides at board meetings; casts the tie breaking vote in case of a tie among board members present
- Presides at the association's annual meeting; presents the President's report at the annual meeting
- Signs contracts on behalf of the ASMHOA as authorized by the board. Consults with the Association's attorney on legal and policy issues affecting SMHOA
- Provides oversight of the SMHOA management contractor, and serves as the lead SMHOA board liaison with the SMHOA Manager
- Provides oversight of the activities of the other board members and SMHOA committees
- Approves actions to be taken by the SMHOA management company on behalf of the board
- Coordinates with nearby homeowners associations, including the two Snowdens Mill townhouse associations, and with Montgomery County elected officials and staff on behalf of SMHOA, as appropriate

Vice President

- Presides at board meetings or the annual meeting when the President is not present
- Is responsible for coordinating with the SMHOA Manager to develop requests for proposals and negotiate contracts on behalf of the board, including but not limited to:
 - The association's management contract
 - Legal contract(s)
 - Grounds maintenance and snow removal contract
 - Audit contract
 - Biannual covenant inspection contract
 - Reserve study contract
- Assumes responsibilities of the President that are delegated by the President

Secretary

- Is responsible for preparation of minutes of board meetings and the SMHOA annual meeting

Treasurer

- Reviews and provides feedback regarding the monthly financial and overdue assessment reports produced by the SMHOA management company
- Monitors and reports to the board monthly on operating revenues and expenditures
- Monitors and reports as needed on reserve fund status
- Monitors and reports monthly on collection of overdue homeowner assessments
- Addresses any questions or issues related to the above items with the management company and/or attorneys
- Presents the Treasurer's Report at the SMHOA Annual Meeting

Communications/IT Committee Chair

- Manages the SMHOA website
- Coordinates with the SMHOA Manager and President regarding periodic messages that are to be sent to residents who are signed up to receive emails or Town Square messages
- Sends messages via Constant Contact to the SMHOA email list
- Prepares a periodic SMHOA newsletter to be distributed electronically to Snowdens Mill residents
- Coordinates with the management company regarding maintaining an up-to-date email list for Snowdens Mill property owners

Property Improvement Request (PIR) Committee Chair

- Together with other committee members reviews all Property Improvement Requests and provides feedback to property owners as appropriate
- Presents recommendations to the SMHOA Board on approval or denial of Property Improvement Requests
- Together with other board members, identifies any work that has been started that requires a PIR approval, and coordinates with the SMHOA Manager and property owner regarding submission and review of a PIR submitted for this work
- Develops and presents to the board for approval policies regarding property improvement requests

Covenant Enforcement Committee Chair

- Coordinates with the covenant enforcement contractor regarding the biannual covenant enforcement review, including how to address any violations identified by the contractor
- Coordinates with the SMHOA Manager to address any covenant violations identified by board members or residents in periods between biannual covenant enforcement reviews
- Coordinates with the SMHOA attorney regarding any follow up legal action that the board decides should be taken regarding covenant violations that have not been addressed

Grounds Maintenance Committee Chair

- Together with the SMHOA Manager, monitors the work of the grounds maintenance contractor to ensure that work is being done in accordance with the provisions of the grounds maintenance contract, including, but not limited to:
 - Mowing of common areas
 - Leaf removal in the autumn
 - Snow and ice removal
- Coordinates with the SMHOA Manager regarding issues that arise with the grounds maintenance contractor
- Addresses tree maintenance issues on SMHOA property identified by board members or residents, and coordinates with the SMHOA manager to receive proposals to address issues identified; presents recommendations to the SMHOA board for addressing these issues, including the cost

Social Committee Chair

- Together with other committee members, plans, organizes, and delivers community-wide social events during the course of the year.
- Presents proposed social events, including budgets, to the SMHOA Board for approval.

The board is supported by a management company and an SMHOA Manager, who is an employee of the management company. Coordination of management company activities by board members is done through the SMHOA Manager.

The SMHOA Manager and management company duties are specifically outlined in the contract between SMHOA and the management company. Examples of the SMHOA Manager and management company duties are listed below for illustrative purposes:

- Ensure that SMHOA property is maintained to industry standards
- Recommend to the board any necessary repairs or maintenance activities for SMHOA property
- Prepare draft agendas for SMHOA board meetings and the SMHOA annual meeting
- Attend and support the President in running board meetings and the annual meeting
- Investigate, hire, pay, supervise, and discharge other contractors of SMHOA
- Bring any expense exceeding \$2,500 to the board for approval, except in emergency situations
- Obtain bids and develop contracts on behalf of SMHOA, with contracts to be signed by the President
- Contract for insurance for SMHOA
- Prepare a draft operating budget and annual assessment rate for SMHOA to present to the board
- Notify all members of draft and adopted operating budgets and assessments after the board has made decisions on these items
- After the board has adopted an operating budget and annual assessment rate, send invoices and collect payments from SMHOA property owners
- Maintain separate bank accounts for SMHOA operating funds and reserve funds
- Pay all SMHOA bills from SMHOA bank accounts
- Maintain SMHOA records, books, and accounts
- Prepare for each board meeting a management report; a financial report, including revenues, disbursements, and a balance sheet; and a delinquency report, including the status of all accounts referred to SMHOA attorneys
- Coordinate with the SMHOA attorney on delinquent accounts referred to the attorney and any other matters requiring legal advice or action by the attorney

- Coordinate with the SMHOA President, or with other board members designated by the President, on matters within the purview of various board members
- Monitor comments from SMHOA members received through Town Square, by email, by telephone, by mail, or by any other means of communication that require action by the SMHOA board or SMHOA Manager, and take appropriate action or refer the matter to the board
- Post all appropriate SMHOA communications on Town Square
- Mail all legally required notices, including but not limited to, proposed and adopted budgets, the SMHOA annual meeting, and SMHOA board meetings

This resolution has been adopted by the SMHOA Board of Directors at its meeting on March 17, 2026.