

Director 2, Architectural, Landscape JOB DESCRIPTIONS

DIRECTOR 2

D. HYDE

Architectural Committee
Jerry Struder

Approve all requests for new construction, renovations, remodels
Assure compliance as per Covenants & Restrictions for BBPOA
Address compliance concerns
Report 4X/yr to Director 2

LANDSCAPE AND GROUNDS
Pat Enstrom

IMPROVEMENTS

Design/bid/contract (1099) - requires President signature
Approve expenses/invoices with co-approval of Director 2 and submit for payment
Report 2X/yr on Activities with Budget-Actuals

GROUNDS MAINTENANCE

Contract - (1099) with President's Signature
Supervise/inspect/approve work
Approve expenses/invoices with co-approval of Director 2 and submit for payment
Report Activities 2X/yr with Budget-Actuals

GOOD NEIGHBOR GUIDELINES
SIGNAGE
EMPTY LOTS
CURBS
STREET MANAGEMENT
DRAINAGE

Preparation of an ANNUAL REPORT