



MIDTOWN BRYANT POA
Midtown Bryant Council Inc.
Governing Body Responsibilities
Revised Feb 7th, 2024

The Midtown Bryant Council Inc., also known as the Midtown Bryant Property Owners' Association (The "Association") Governing Body will consist of the Board of Directors and the Committee Managers. The Board of Directors (The "Board") will consist of 5 officers elected annually. The ACC Committee members (2) are elected annually. The Market Park / Landscape Manager, IT, and Pool Manager are to be appointed by the Board or elected at the discretion of the Board after the Board is elected. The officers will take office in January of the following year and serve for a period of one year. All elected officers, Managers and Committee members agree to fulfill the roles and responsibilities outlined in this document. The Governing Body will serve as a public face of our organization. They must abide by the Association Governing Body Code of Ethics at all times.

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PART 1 BOARD OF DIRECTORS

The Board of Directors will be responsible for overall management of the POA and all of its affairs. The Board will meet no less than once per month to discuss and vote on POA business.

The duties for each member are as follows:

President

- Presides at all POA Board Meetings and POA Quarterly Meetings
- Ensure that all meetings are called in a timely manner (5 days notice is required by the Governance) and communicate the time and place of the meeting to all
- Provide an agenda of topics that will be discussed prior to each meeting
- Make sure orders and resolutions are carried out
- Signs contracts and co-signs checks on behalf of the Association

Vice President

- Takes the place of the president when he or she is absent
- Performs other duties as required
- Serves as Committee Manager of the Compliance Committee (see Compliance Committee below)
- Signs contracts and co-signs checks on behalf of the Association if the president is absent

Secretary

- Records all activities of both POA Board Meetings and Quarterly POA Meetings (Activities include who was present, any votes that took place, etc.) and distributes minutes to the entire POA after meeting via email or through the Midtown website
- Keep a paper copy of all minutes for future reference
- Keeper of the Midtown Bryant Council residents list (new members' information will be communicated by the Member at Large to the Secretary)
- Send out any announcements, messages, or correspondence to the entire POA through the Midtown Bryant Council email account (midtownbryantcouncil@gmail.com).
- The Secretary will act as manager of the Midtown email account
- Signs contracts on behalf of the Association
- Will organize and tally any voting, in person or electronic

Treasurer

- Receives and deposits monies
- Keeper of the Midtown Bryant Council Mailbox key and checks the POA mailbox regularly
- Pays all bills and invoices; Signs checks of behalf of the POA
- Keeps accurate accounting records
- Sends out a Financial Statement of all financial activity to the POA no less than once a quarter
- Prepares the annual budget

- Collects all POA dues by March 1; Will provide invoices if necessary; Will ensure that all residents are contacted prior to being reported as Out of Compliance for late dues
- Communicates with the title companies concerning POA dues

Member At Large

- Welcomes all new residents to the neighborhood within 2 weeks of closing date, providing new residents mailbox keys, the welcome letter, and a small gift when possible
- Keeper of the mailbox keys and mailbox assignments; ensure that all mailboxes are properly assigned and labeled; communicate with the Postal Service and Building Owner as needed
- Serves as Committee Manager of Social Committee (see Social Committee below)

PART 2 COMMITTEE MANAGERS

Committee Managers are responsible for the duties outlined in this document and Midtown POA covenant. In the event Committee Managers need assistance or are unable to complete their duties, they are to notify the Board of Directors. The Board of Directors will assume responsibility of duties in the committee members' absence. Committee Managers are accountable for fulfilling the responsibilities outlined in this document and the Midtown Bryant POA covenants. If they require assistance, they may seek out volunteers from the community to aid in their duties. Should they become unable to fulfill their duties, they are to notify the Board of Directors. In the event of a vacancy in the role of Committee Manager, the Board of Directors will assume responsibility for the duties until a new Committee Manager is appointed.

Pool Committee Manager

- Responsible for the safe and sanitary operation of the pool and authority delegated by the Board to enforce the rules for the safety, health, and welfare of members and guests.
- Assumes responsibility for daily maintenance of the pool including maintaining chemical balance. This may also be completed by a pool service company as needed.
- Request bids for Pool Service Company; Serves as the main Point of Contact with the Pool Service Company; Coordinate all services, testing, and invoices with pool service company; Ensures invoices are sent to the Treasurer.
- Communicates maintenance needs and any current or future financial needs to the Board of Directors.
- May request assistance from POA members to serve as a Pool Committee Committee member to support the Pool Committee Manager and the work of the

committee as needed. POA members may also request to serve on the committee to assist the Pool Committee Manager by contacting the Pool Committee Manager directly or the Board with their request to serve.

- o Due to the front-facing nature of these volunteers, who regularly interact with members within Midtown Bryant and external community members at the pool, volunteers/committee members must be approved by the Board of Directors. Volunteers / committee members must be approved by the Board of Directors.
- Directs any requests to reserve the pool to the Board of Directors email account or the Midtown POA website. Communicates any requests made to reserve the pool
- Directs membership requests/application to the Midtown community website.
- Directs all payment requests to the Midtown POA website or Treasurer.
- Verifies membership as needed. Order supplies and contacts the Board as needed for pool and bathroom items
- Communicates to Board any repairs needed; Obtains contractor quotes and coordinates repairs once they have been approved by the Bard.
- Notifies the Board of directors if unable to perform duties. The Board of Directors will seek out a willing community member to assume responsibilities of the Pool Committee Manager's role in the event the Pool Committee Manager is unable to fulfill their role.

Market Park-Landscape Manager

- Obtains quotes as needed for maintenance of common areas; submits quotes to board in timely manner.
- May request assistance from POA members to serve as a Market Park-Landscape Committee member to support the Market Park-Landscape Committee Manager and the work of the committee as needed. POA members may also request to serve on the committee to assist the Market Park-Landscape Committee Manager by contacting the Market Park-Landscape Committee Manager directly or the Board with their request to serve.
- Ensures that all common areas are well maintained and clear of trash
- Requesting use of the farmers market pavilions and area between the pavilions (works with Secretary to update the Midtown calendar, so all POA members are aware of scheduled events)
- Schedules and serves as liaison with vendors at the Farmers Market that is open at minimum, May through September
- Notifies the Board of directors if unable to perform duties. The Board of Directors will seek out a willing community member to assume responsibilities of the Market Park-Landscape Committee Manager's role in the event the Market Park-Landscape Committee Manager is unable to fulfill their role.

Compliance Committee Manager (Vice President)

- Enforce items as listed in the POA covenants (including items that have been approved in addenda to those guidelines by the POA at large)
- May request assistance from POA members to serve as a Compliance Committee member to support the Compliance Committee Manager and the work of the committee as needed. POA members may also request to serve on the committee to assist the Compliance Committee Manager by contacting the Compliance Committee Manager directly or the Board with their request to serve.
- When a residence is out of compliance the Manager will:
 - Notify the Board
 - Notify the Residence that is out of compliance with the issue both electronically and through written communication. The notification will clearly state the alleged violation, page number, and the number that is at issue. The written notification will clearly state the resolution of the issue and the timeline for compliance, normally five (5) days. If the issue is still not resolved, follow the procedures for compliance escalation.
- Work with the Architectural Control Committee as necessary
- In the event of a vacancy the remaining Board members will fulfill this role as it is held by the Vice President.

Social Committee Manager (Member at Large)

- Responsible for all community gatherings for the purpose of fellowship and building of community
- May request assistance from POA members to serve as a Social Committee member to support the Social Committee Manager and the work of the committee as needed. POA members may also request to serve on the committee to assist the Social Committee Manager by contacting the Social Committee Manager directly or the Board with their request to serve.
- In the event of a vacancy the remaining Board members will fulfill this role as it is held by the Member at Large.

Architectural Control Committee Members (2 each)

- ACC Members are responsible for ensuring all construction (new and renovations) meet the Governance, Covenants, Easements, Conditions, and Restrictions of Midtown
- Keeps minutes of meetings and records all votes/decisions accurately
- provides a copy of minutes to the board of directors within 10 business days of meeting, votes, and any topics discussed.
- Review and approve plans submitted by Midtown builders; The ACC is responsible for ensuring that all plans comply prior to construction and inform the Board of any issues or discrepancies.

- Review and approve/deny any change requested from homeowners to existing homes including fences, gutters, exterior lighting, etc
- Keep detailed records of all requests, approvals and denials; Submit records to the board of directors within 10 business days
- This committee consists of 2 elected members and 2 representatives from the Founder as defined by the POA covenant.
- Notifies the Board of directors if unable to perform duties. The Board of Directors will schedule an election to fill the vacancy on the ACC

IT Committee Manager – Josh Irby

- Responsible for recording and streaming the Quarterly POA meetings on YouTube
- Setup the room, camera, projector, etc. for the Quarterly POA meetings
- Maintain the Midtown Bryant Council website: midtownbryantpoa.com.
- May request assistance from POA members to serve as an IT Committee member to support the IT Committee Manager and the work of the committee as needed. POA members may also request to serve on the committee to assist the IT Committee Manager by contacting the IT Committee Manager directly or the Board with their request to serve.
- *This is a trial committee; due to the complexity it will not be open for election until 2025*
- Notifies the Board of Directors if unable to perform duties. The Board of Directors will seek out a willing community member to assume responsibilities of the IT Committee Manager's role in the event the IT Committee Manager is unable to fulfill their role.

Audit Log

Revised and Approved	02-07-2024
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