

# **CHAMPIONS COMMUNITY IMPROVEMENT ASSOCIATION**

## **DEED RESTRICTIONS DIRECTOR**

### **DUTIES AND RESPONSIBILITIES**

#### **The Director of Deed Restrictions shall:**

1. Make deed restriction information available to all residents and take the necessary action to resolve any deed restriction violations.
2. Maintain applicable documents in reference to noted deed restriction violations.
3. Act as the Board Member liaison to the Chaparral Management Company contact and review applicable reports and/or letters issued by Chaparral.
4. Act as the Board Member liaison to the Architectural Control Committees.

#### **General:**

1. Attend the monthly Board Meeting which is the first Tuesday of every month at 7:00pm at John Wesley United Methodist Church.
2. Attend the Annual Meeting which is the 3<sup>rd</sup> Tuesday of March at 7pm at John Wesley United Methodist Church.
3. Maintain copies of all contracts.
4. The CCIA is a tax exempt organization. Any items purchased on behalf of the CCIA are tax exempt, thus a copy of the CCIA Tax Exemption Certification must be presented when making purchases.
5. At the end of your term, forward all applicable documentation pertaining to your position to the new Deed Restrictions Director. If needed, older documents can be archived in the CCIA storage unit.