

Manor Lands Property Owners Association Job Description for Board Member Over Security

BY-LAWS ARTICLE II Sec 2,

ARTICLE V

All Rules & Regulations Note: R&R (F), (I), (J), (M)

Required to abide by and is subject to all Articles of Incorporation, By-laws, Covenants and Rules & Regulations as written for MLPOA.

The person over Security shall:

- Provide security to the MLPOA and its members by assisting the board of directors in hiring and maintaining a caretaker to patrol the subdivisions, enforce the speed limit with reference to all vehicles, including ATV's and snowmobiles, and to observe and report any violations of the Manor Lands covenants, by-laws and/or rules and regulations to appropriate authorities.
- Assist the board of directors in defining the steps the Caretaker should take on a daily basis to protect and secure Manor Lands properties such as checking gates and observing properties to look for suspicious and/or dangerous behavior or situations within the boundaries of Manor Lands.
- Help to identify and instruct property owners regarding maintaining speed limits and following ATV and snowmobile regulations and providing the caretaker with materials to make lot number tags for ATVs and snowmobiles to sell to the membership.
- Ensure the Caretaker is aware of the rules and regulations and will approach the membership as necessary to point out rule violations and report all such violations to the Board of Directors via email in the Caretaker report.
- Communicates with members through the web site, phone calls, newsletters and written letters, as deemed necessary, regarding speed limit violations, trespassing issues and overall rules to follow while visiting MLPOA.
- Works with Summit County Sheriff, Utah Department of Natural Resources Division of Forestry, Fire & State Lands & Division of Wildlife Resources, emergency personnel in Uinta County, Wyoming such as Evanston Ambulance, Paramedics, Fire Department, etc. to ensure they have access to and current maps of the association.
- Assist the board of directors in improving upon communication with up-to-date technologies such as radios and emergency response numbers and other capabilities and assists in maintaining communications with surrounding associations.
- Distributes and controls association gate keys to the utmost accuracy and logs and monitors all keys given, sold or released and provides that information to the board of directors and database administrator on at least a quarterly basis.