



Top O' Topanga

C/O Lordon Management Company

BOARD RESPONSIBILITIES AND DUTIES

ASSOCIATION:

Primary Responsibilities

1. Management and maintenance of common areas
2. Enforcement of Covenants, Conditions and Restrictions

BOARD OF DIRECTORS:

Primary Responsibilities

1. Administer the business and social affairs of the Association
2. Establish and enforce rules and regulations
3. Levy assessments
4. Implement operating policies for the Association

Power and Duties

1. Adopt and publish rules and regulations
2. Suspend voting rights
3. Employ a management agent
4. Annual independent audit
5. Supervise all officers
6. Fix annual assessments
7. Foreclose and lien delinquent accounts
8. Evaluate insurance coverage
9. Pay taxes and assessments
10. Provide complete financial records

OFFICERS:

Duties and terms of Officers - The election of officers shall take place at the first meeting of the Board of Directors

1. President: Preside at all Board of Directors Meetings
2. Vice President: Assist the President and Board of Directors
3. Secretary: Record votes, keep minutes of all meetings, serve notice of meetings
4. Treasurer: Keep books of account, prepare annual budget and statement of income and expenditures
5. Member At Large: Duties are assigned by the President
6. Additional Committees: The Board of Directors shall appoint committees, as it deems appropriate to carry out its purposes.

Southern California's leading property management firm. Large enough to serve, small enough to care.

Corporate Office
1275 Center Court Dr.
Covina, CA 91724
(626) 967-7921

Orange County
17772 E. 17th St., Ste. 204
Tustin, CA 92780
(714) 505-1444

Los Angeles / Ventura County
31255 Cedar Valley Dr. Ste. 202
Westlake Village, CA 91362
(818) 707-0200

Kern County
5001 E. Commercecenter Dr., Ste. 205
Bakersfield, CA 93309
(661) 861-1772