

# **River Ridge Ranch**

## Volunteer Job Descriptions

### Vice President of Operations

- Serve on the Board of Directors
- Manage the areas of Operations, the Architectural Control Committee, and the Gatekeeper
- Handle other operations issues

### Director of Operations

- Provide mowing for the grass in the Commons areas and parks
- Maintain the roadway system in good working order
- Monitor the servicing of the Port-o-Jon in Arrowhead Park
- Organize the community Volunteer Days
- Handle other issues involving maintenance

### Architectural Control Committee Chairman

- Meet with property owners who are ready to build their house
- Educate property owners on construction requirements and review RRR web site documents (ACC Rules and ACC Inspection Form)
- Lead the Committee in approving drawings and plans
- Monitor construction progress and adherence to RRR requirements
- Monitor fence and culvert requirements one year after move-in
- Document all Committee activity and maintain the Committee files

### Gatekeeper

- Keep front gate in working order – mechanically and electrically
- Maintain gate codes for residents and vendors
- Download software to provide link to call box from home computer
- Purchase and supply remote controls for the front gate
- Maintain front gate lighting in working order
- Keep “suicide hill” gate in working order – mechanically