

## ***General Information About Trustee Roles***

The specific duties of subdivision trustees are dependent upon the provisions of the association's indentures. In general, the Board of Trustees is responsible for the enforcement of indentures and the maintenance and upkeep of the subdivision's common amenities, including street lights and private roads. These duties may include:

- Budgeting and allocating funds for necessary maintenance and repairs.
- Working in concert with public utility companies to maintain adequate services within the subdivision.
- Contracting for services such as snow removal, tree trimming, sidewalk repair, and landscape maintenance.
- Approving or denying construction plans for certain structures in the subdivision, such as swimming pools, fences, decks, and additions to homes.
- Ensuring that the subdivision association and its employees are covered by insurance policies.
- Ensuring that all outstanding assessments are collected during the sale of homes in the subdivision by working closely with title companies.
- Retaining and consulting with legal counsel for issues impacting the subdivision.
- Responding to residents' request for service or other assistance.
- Continually seeking to enhance communication among neighbors, striving for community consensus, and getting residents involved.
- Conducting meetings to review subdivision business and holding an annual general meeting to elect a Board of Trustees.
- Attending municipal or county council meetings and other public events to represent the subdivision association and keep subdivision residents informed.
- Signing documents as official representatives of all residents in the subdivision as allowed by the subdivision trust indentures.

In most subdivisions, the Board of Trustees is comprised of subdivision homeowners who volunteer their time to maintain and improve their respective subdivisions for the betterment and enjoyment of all residents. Generally, the subdivision community elects trustees to their positions at an annual meeting. The duration of service is detailed in the association's indenture and terms are usually staggered to ensure a continuing level of experience on the board.

The St. Louis County Department of Planning maintains a voluntary roster of subdivision trustees who live in unincorporated County. This roster provides a means of keeping citizens better informed of County activities as well as offers a valuable information resource to the community. If you would like to update your information or be added to the roster, please call the Department of Planning at (314) 615-2520.