

West Valley Oaks

Responsibility Grid

President	 Presides over business of HOA Prepares Agenda for monthly business meetings and annual meeting Approves Contracts with outside vendors Signs off on monthly bank statements Ex-Officio member of any Special Committee Approves content of Newsletter/Email communication to homeowners Ensures inspections are completed and documented, annually Coordinates with board, RFP's for work needed based on inspection and Maryland Dam Code Supervises work being done by approved contractor Evaluates the pond needs and discusses variances of service with the lead of the company assigned to manage the physical grounds inside the fence and outside the fence to tow and Tollgate Road.
Vice President	 Presides in absence of President Advisor to ARC Director Advisor to the Compliance Director Reviews new contracts and manages existing contracts Ensures renewal of contracts by deadline date Corresponds with outside vendors
Treasurer	 Collects and deposits in a timely manner all payments submitted by members Sends annual HOA Fee letters to homeowners Communicates with homeowners who are delinquent with submitting fees Makes sure HOA bills get paid on a timely basis Maintains clear records using QuickBooks online Ensures two signatures on every check Prepares a monthly financial statement and submits to HOA board Coordinates the completion of an Annual Audit and submits report to HOA board Prepares and submits all tax related forms/paperwork in a timely manner Prepares annual budget Distributes HOA packets to lenders for closing and collects fees Retrieves mail for the HOA P.O. box and distributes to appropriate HOA board officer
Recording Secretary	 Records minutes for monthly HOA business meetings and annual meeting including a list of those attending Maintains records of all meetings for appropriate term Serves as Parliamentarian for meeting process Ensures quorum is met for each voting event Uses HOA membership list at meetings to ensure member only voting Manages open items/action items



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ARC Director	 Chairs the Architectural Review Committee (ARC) Point of contact for Court Captains Receives and reviews all requests for improvements Presents requests at monthly HOA business meeting Sends written notice of board decision to homeowner Follows up with Court Captains to ensure work was completed as submitted Maintains communications with ARC members Review's inquiries and complaints relevant to the ARC
Compliance Director	 Maintains by-laws and covenants Ensures decisions of the board are valid Maintains amendments to the by-laws Investigates changes to by-laws and their relevance to current by-laws Communicates with legal counsel on board issues, changes, amendments, complaints and questions Maintains HOA Board procedure book Investigates requests made to the board for programs i.e. parades, festivals, rallies, etc. to ensure compliance with HOA by-laws and covenants Ensures HOA practices are in compliance with county/state/federal regulations Ensures Annual audit is on the books
Corresponding Secretary Welcoming Committee Website	 Coordinates the updating of the HOA Website Coordinates Newsletter for HOA and ensures distribution Visits each newly moved in family personally to give them their packet and a warm welcome (can be delegated to a member of the welcoming committee.) Maintains community directory Corresponds with the community via email, i.e. responding to email sent from homeowners to the board Distributes regular postal mailings sent out from the board (annual letter, etc.) Maintains the "Welcome to West Valley Oaks" packet for homeowners moving into neighborhood (website, bylaws, welcome letter, etc.)
Members-at-Large	 Coordinates special committees (Welcome, Beautification) Assists with vacant or open position tasks. Assists with backlog or overdue items. Assists with tasks as directed by the Board.