

Responsibility Grid

<p>President</p>	<ul style="list-style-type: none"> • 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.
<p>Vice President</p>	<ul style="list-style-type: none"> • 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
<p>Treasurer</p>	<ul style="list-style-type: none"> • 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
<p>Recording Secretary</p>	<ul style="list-style-type: none"> • 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

