

Responsibility Grid

<p>President</p>	<ul style="list-style-type: none"> ● Presides over business of HOA ● Prepares Agenda for monthly business meetings and annual meetings ● Approves Contracts with outside vendors ● Monitor monthly bank statements ● Ex-Officio member of any Special Committee ● Ensures inspections are completed and documented, annually. ● Supervises work being done by approved contractor ● Maintains by-laws and covenants and amendments to the by-laws ● Communicates with legal counsel on board items.
<p>Vice President</p>	<ul style="list-style-type: none"> ● Presides in absence of President ● Advisor to ARC Director ● Reviews contracts and coordinate with President ● Investigates requests made to the board for programs i.e. parades, festivals, rallies, etc. to ensure compliance with HOA by-laws and covenants ● Perform annual audit on the books ● 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. ● Performs annual financial audits.
<p>Treasurer</p>	<ul style="list-style-type: none"> ● Collects and deposits all payments submitted by members ● Sends annual HOA Fee letters to homeowners ● Communicates with homeowners who are delinquent ● 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 ● Uses HOA membership list at meetings to ensure member only voting ● Distributes postal mailings sent out from the board (annual letter, etc.)

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<p>Secretary</p>	<ul style="list-style-type: none"> ● Records minutes for monthly HOA business meetings and annual meetings 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 ● Manages open items/action items ● Coordinates the updating of the HOA Website ● Coordinates Newsletter for HOA and ensures distribution ● Maintains community directory ● Corresponds with the community via email, i.e. responding to email sent from homeowners to the board
<p>ARC Director</p>	<ul style="list-style-type: none"> ● Lead the Architectural Review Process ● Receives and reviews all requests for improvements ● Presents ARC Request statuses at monthly HOA business meeting ● Communicates Board decision to homeowner ● Follows up with homeowner to ensure work was completed as submitted ● Review's inquiries and complaints relevant to the ARC