

Responsibility Grid

President	• 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.
Vice President	• 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.
Treasurer	• Ensures two signatures on every check • 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

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Secretary	• 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
Arc Director	• 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