

Job Descriptions for Home Owner Association Board Members

President

The President is vested with all powers generally given to the chief executive officer of a corporation, and must also be a Director. It is generally presumed that he or she will preside at all meetings of the board and the membership. The President will execute contracts, orders and other documents in the name of the association as its agent. The president also assumes general charge of the day-to-day administration of the association and has the authority to authorize specific actions in furtherance of the board's policies. The president serves as spokesperson for the BOD in most matters relating to general association business. Like all officers he/she has an affirmative duty to carry out the responsibilities of the office in the best interests of the association.

Secretary

The Secretary is responsible for keeping and maintaining a record of all of the meetings of the board and the membership and is the custodian for most of the official records of the association. The Secretary is responsible for ensuring access to the records to the members of the association and their authorized representatives. In addition, the Secretary is responsible for giving all of the required notices to both the board and association members in accordance with the bylaws.

Treasurer

The Treasurer is the custodian of the funds, securities and financial records of the homeowners association. The Treasurer is responsible for coordinating the development of the proposed annual budget and for preparing and giving the annual financial report on the financial status of the homeowners association. The Treasurer does not have the authority to bind the homeowners association or the board without the express authority of the board.

Chairman of the Architectural Design Review Committee

The Chairman of the Architectural Design Review Committee is in charge of the up keep of the common area and making decisions regarding compliance with the HOA rules with respect to things like pools, fences, decks and other improvements by residents to their lawns. The common areas requires the following tasks: (i) getting bids for lawn cutting services, (ii) having the landscaper start up the sprinkler system, (iii) have the landscaper install the sprinkler system ball valves, (iv) have the sprinkler timers set, (v) have the landscaper install annuals at the entrances, (vi) get bids for snowplowing services, (vii) have the landscaper shut down the sprinkler system and (viii) have the landscaper remove the sprinkler system ball valves in the winter.