

Board Member Roles

The Association is both a community and a business. The board should work to enhance the lifestyle of residents and protect the value of the asset.

Ensuring the peaceful enjoyment of the neighborhood and protecting the privacy of each homeowner is a necessity in maintaining a harmonious community.

<p>Board President</p> <ul style="list-style-type: none"> • The president should direct the budget process • The president should help define the overall goals • Prior to each board or association meeting the president should prepare a working agenda • The president should identify and help educate potential board members • The president should ensure that committee roles are filled and committees operating properly within their scope 	<p>Board Vice-President</p> <ul style="list-style-type: none"> • The Vice-President should be familiar with the role of the President as the VP will substitute for the President when absent.
<p>Board Secretary</p> <ul style="list-style-type: none"> • The secretary prepares and distributes board meeting notices, and records meeting minutes and resolutions, minutes are provided on the website after a meeting. • The secretary accepts and verifies proxies for annual or special membership meetings • The secretary maintains records and files necessary forms with agencies unless these duties are handled by a management company. 	<p>Board Treasurer</p> <ul style="list-style-type: none"> • The treasurer is the financial voice of the board, • The treasurer will liaison with the management company to ensure tax returns are filed annually, budgets are prepared, and make recommendations to the board of association dues amounts and increases, • The treasurer will supervise reserve fund growth, • The treasurer will review regular financial reports to ensure budget goals are being met.
<p>Parliamentary Procedure</p> <ul style="list-style-type: none"> • Robert's Rules of Order will be used as the Parliamentary Guide for conducting any meeting on behalf of the association 	<p>Architecture Committee</p> <ul style="list-style-type: none"> • A three member architecture committee is generally made up of at least one board member and two other members, either other homeowners or other board members. • Review requests for changes and approves, denies, or makes additional inquiries regarding the proposed changes. • Maintains the Architectural integrity of the neighborhood by ensuring similar additions or changes take place.