

HOA BOARD MEMBER DUTIES

The Role of the HOA President

The HOA Board president is vested with the same powers typically given to the Chief Executive Officer of a corporation (per HOA By-Laws section 4.4). This office should be the authority on the rules and laws that govern the Board, handle procedural duties, and serve as the spokesperson for business matters. While the exact responsibilities of the Board president vary by community and are subject of *ad hoc* events, the following are the most common:

1. Schedule, attend, and run Board meetings.
2. Establish meeting agenda topics.
3. Serve as the main point of contact with the property manager.
4. Approve purchases and payments and sign association documents.
5. Call for votes and announce results.
6. Appoint committees.
7. Manage the HOA website and email.
8. Approve purchases and payments.

All presidential duties are executed with the advice and assistance of the Board.

The Role of the HOA Vice President

The main role of an HOA vice president is to act as a substitute for the president should they be unavailable for whatever reason. In cases of the president's absence, someone must be available to oversee the rest of the Board and association to ensure it continues to run smoothly. Common duties include:

1. Liaise with committees, acting as point of contact between the committees and the Board.
2. Liaise with maintenance contractors to monitor and guide work.
3. Act as temporary President in case of the President's absence. Some of the duties required in case of the president's absence are:
 - Presiding over annual or Board meetings.
 - Signing checks, leases, stock certificates, contracts, and other legal documents.
 - Overseeing the creation of the annual budget and financial expenditures.
 - Liaise with the HOA management company and vendors.
4. Perform other duties as requested by the Board president.

The Role of the HOA Secretary

1. Prepare the agenda for Board and member meetings.
2. Advise Board members when a special Board meeting or open member meeting is needed to resolve an issue or develop plans for future activities.
3. Take notes at all meetings and generate minutes for approval by the Board or by the Board and members if needed.
4. Place the meeting "sandwich" boards in conspicuous places to announce Board and Member meetings.
5. Schedule and organize Meadows cleanups as needed.
6. Perform other duties requested by the Board president.

The Role of the HOA Treasurer

1. Review financial reports and advise Board and HOA members regarding the financial status of the HOA.
2. Prepare annual operating budget and facilitate review and approval by the Board and ratification by the HOA membership.
3. Advise the Board on matters of affordability for items not covered in the ratified budget.
4. Maintain a record of all financial dealings.
5. Perform other duties as requested by the Board president.

NOTE: The Meadows-Ferndale HOA By-Laws (section 3.1) requires that the elected Board have one-to-three officers. Given that the established precedent for our HOA is to have three officers, the role of the treasurer will be combined with one of the other three officer positions.