

# MEADOWS FERNDALE HOMEOWNER ASSOCIATION

## BOARD MEMBER DUTIES AND RESPONSIBILITIES

### OCTOBER 2024

#### Current Board Philosophy and Goals

To maintain pride of ownership and community for our common areas and subdivision, which includes:

- Ensuring all the community's assets are accounted for, maintained, and funded, including managing the budgets and contracts supporting the HOA
- Assisting homeowners in better understanding our CC&Rs, rules, guidance, and unique common areas in order to gain a better appreciation for this special place we live
- Notify the community of any legal changes, such as new statutory laws, which may impact our running of the HOA
- Fostering a sense of community through individual social interaction and group events

Although each Board Member has one or more position titles (President (P), Vice President (VP), Secretary (S), and Treasurer (T)), the current board is very teamwork-oriented and shares responsibilities in many areas. We take advantage of each other's skill sets and strengths. We also cover for each other when someone is unavailable due to illness or vacation. Here's most of our responsibilities:

#### Minimum Requirements

- Attend Board working sessions, HOA Board meetings, and the Annual General Meeting.
- Set aside an average of 5-10 hours per week to work on board-related activities. The workload fluctuates based on the season, with Fall being the busiest. Special one-time projects, such as the recent stormwater pond research and contractor search, may temporarily take more hours.
- Have internet access and a Google email address.
- Use email and some simple Windows software applications or their equivalent (Google Mail, Word, Excel, AppFolio, and Google Docs).
- Comply with the requirements of the US Corporate Transparency Act (CTA) by providing your full legal name, date of birth, address, and identifying number and image of a non-expired US passport, state driver's license, or other eligible document.

#### Board Responsibilities

##### Community

- Organize wetlands clean up days (Any board member or volunteer)
- Organize community events (Any board member or volunteer)
- Put sandwich board sign out announcing meetings or events (Any board member)

##### Admin

- Monitor HOA email and respond appropriately.
  - Contractors or questions regarding a contractor's work (board member responsible for contract)
  - ARC requests (any board member forwards to ARC)
  - Non-compliance inquiries from Windermere or homeowners (usually P, but any board member can bring up or manage)

- General correspondence from HOA community (usually P, but any board member)
- File and archive emails as needed for records (P)
- Maintain archive folders (P)
- Maintain website (P) (*Note: This responsibility most likely will phase out during the 2025 calendar year*)
- Maintain software accounts and passwords (P)
- Create and mail HOA meeting agendas and minutes (S)(P)
- Create and mail HOA announcement regarding common area work or clarification regarding policy (Any board member)

### **Budget**

- Manage the budget to ensure that expenditure stay within the ratified budget (T)
- Review AppFolio financial reports and advise the Board and HOA members regarding the financial status of the HOA (T)
- Prepare the annual operating budget and facilitate review and adoption by the Board and ratification by the HOA membership (T)
- Maintain yearly budget files (past, present, and future)(T)

### **Contracts**

- Be the primary contact with a contractor. This includes getting bids, updating their contract, managing their contract, inspecting their work, and ensuring that the relationship between the contractor and the HOA is a partnership (Currently, contract ownership is split up between the board members)
- Approve all contracts, bids, and payments (All board members)
- Keep the contractor spend amount within budget (All board members)

### **Financials**

- Review AppFolio bank statements, reconciliations, and invoices monthly to ensure compliance with yearly RCW audit requirements (T)
- Ensure taxes and audits are completed in a timely manner by Windermere/CPA (T)
- Ensure dues are paid in a timely manner and Windermere sends statements and applies late fees (T)
- Prepare annual financial statement (T)
- Sign legal compliance forms, such as audits, tax returns, and other government-required documents (P)

### **HOA Governance**

- Provide feedback to homeowners regarding queries on the HOA's governing documents (All board members)
- Research regulations, guidance, or historical records that may apply to our subdivision assets and governing documents (All board members)
- Consult with HOA attorney when necessary for guidance (All board members)
- Create and distribute yearly HOA Directors report (All board members)

### **Reserve Study and Assets**

- Review and update the reserve study on a yearly basis. Make sure all assets are accounted for (All board members)
- Signers for reserve study account (P)(T)