

General Duties of Association Board of Directors Officers/ Members

President

- Preside over the Board and Board meetings
- Set the agenda for Board meetings
- Preside over Association meetings
- Assure requisite policies, regulations, etc. are developed and adopted by the Board
- Perform such duties as developed or assigned by the Board
- Filing Registration as Domestic Non-Profit Corporation

Vice President

- Assume the duties of President when he/she is not available
- Assist the President and Board in developing rules and regulations as required
- Perform such duties as developed or assigned by the Board

Secretary

- Maintain all Association files
- Compile and distribute minutes of all Board and Association meetings on a timely basis
- Oversee packaging and distribution of meeting notices, general information, etc. to Association members
- Maintain a list of all lot owners to include contact information
- Perform such duties as developed or assigned by the Board

Treasurer

- Develop an annual Association budget as approved by the Board
- Distribute assessment notices and collect monies accordingly
- Manage Association investments
- Maintain a copy of Association files pertaining to financial items
- Produce financial reports: Treasure's report, expense reports
- Pay all Association expenses

- Perform such duties as developed and assigned by the Board
- Filing Association Tax Returns

Board Members (all)

- Participate in special committees as developed by the Board and act as committee chairs where possible (Committee chairs to maintain committee files)
- Assist in development of Board and Association policies, rules and regulations as required
- Hold other Board members accountable for assignments, etc.
- Assure general compliance with Association by-laws, etc.
- Perform such duties as developed or assigned by the Board
- On the election of a new Board:
 - 1) Elect Board officers
 - 2) Appoint ARC members
 - 3) Assign website maintenance responsibility

7/11/2018