

OFFICER - PRESIDENT
Position Description Overview

The President is appointed by the Board of Directors and serves at their pleasure. The President is accountable to the Directors and must be able to effectively recommend administrative policies and procedures to the Directors when certain issues or matters are not clearly addressed in the covenants, deed restrictions or by-laws. The President is also expected to periodically monitor and inspect the common areas for overall safety and cleanliness of the facilities and when necessary, contract for repair, replacement or repair of facilities. The President is authorized to enter into contracts necessary for the provision of services in the maintenance of the Association's open space areas. The President may also authorize and conduct social events for the membership. The President oversees the performance of the Vice-President, Secretary and Treasurer. The President is usually the first contact for the members for a wide variety of questions, issues or concerns. The President is involved in problem resolution on matters related to compliance with the covenants and deed restrictions.

OFFICER - VICE-PRESIDENT
Position Description Overview

The Vice-President usually assists the President in the day-to-day administration of the Association. Assistance is in the area of responsibilities described above in the position description for President. The Vice-President usually makes his or herself available to assist in special projects.

OFFICER - TREASURER
Position Description Overview

The Treasurer handles the financial matters for the Association, the primary responsibility being the collection of assessments and the payment of bills. This includes maintaining a current record of property ownership, providing assessment payment status reports to closing agents, and initiating collection actions for non-payment of assessments. The Treasurer, in conjunction with the other officers, drafts a financial budget, reports on past expenditures, and prepares the financial information for a professional accountant to review and use in the preparation of tax returns.

OFFICER - SECRETARY
Position Description Overview

The Secretary records all meeting minutes, drafts meeting notices, coordinates the mailing of the newsletter, as well as the construction of the WebPages. The Secretary's home address is usually the place of "official" business for the Association at which all matters that are to come to the Board or Architectural Review Committee are to be mailed. The Secretary is usually the main contact for city agencies or other groups interested in communicating with the Association. The Secretary also oversees the production and distribution of any newsletters or mailings by the Association. The Secretary also ensures that meeting notices are mailed in a timely manner.