

Highgate Greens HOA Job Descriptions for Board of Directors

President

- Presides over all meetings
- Fields neighborhood phone calls as needed
- Check HOA email account, respond and/or forward to appropriate person for handling
- Ensures incorporation papers are in order each year- Due in August
- Register the HOA with the real estate board each year- Due September to DPOR
- Work with Treasurer on the collection of HOA dues
- Attend Architectural Control Committee meetings
- Stay abreast of legislative affairs affecting neighborhood

Vice President

- Acts in place of President when President is unavailable or unable to fulfill responsibilities
- Handles the neighborhood disclosure packet process
- Attains names of new homeowners to be reported to Treasurer and Sunshine committee
- Main Point of Contact for the Landscape Committee chairperson

Secretary

- Take minutes at meetings: general, board and special meetings
- Disseminates meeting minutes to the board
- Provides report for review of/ and approval by membership at meetings
- Works with the President to establish all meeting locations
- Main Point of Contact for Social Committee
- Picks up mail at Post Office monthly and gives to Treasurer

Treasurer

- Collects bills from Secretary or the Post Office
- Pay PO Box for yearly rental in January
- Pay HOA bills
- Send out HOA dues notices in January
- Receive and update dues payments
- Publish budget status twice yearly-May and Nov.
- Coordinate Tax Return prep done by others
- Provide Profit/Loss statements at annual and quarterly board meetings
- Send collection notices on late HOA dues
- Negotiate Insurance yearly. (February)

Past President

- Serves in advisory role for new President
- Primary role is to create a list of nominees for upcoming board elections
- Communicate roles to potential nominees
- At Spring meeting, request nominations for voting at November general meeting

At Large Members (two)

- Attend all board meetings
- Vote on matters under consideration by the board
- Assist on committees as assigned by the President