

HOA Board of Trustees *Officer* positions and responsibilities

Officer Positions

- President
- Vice-President
- Secretary
- Treasurer

President

The President's responsibilities include but are not limited to:

The President shall preside at all meetings of members and Trustees. He or she shall have the general supervision, management, control and oversight of the business of the Association, subject to this Code of Regulations and subject to the orders of the Board of Trustees, and shall, in general perform all of the duties usually incident to the office of President or that may be imposed or required by the members or the Board of Trustees. In his or her absence or inability to act, the Vice-President shall discharge the duties of the President and shall perform such other duties as shall be determined by the Board.

- Arrange all meetings(Board Meetings, Annual Meeting) and ensure proper Notice of meetings is given, per Regulations.
- Provide all meeting agendas
- Follow Community Calendar
- Reference for bylaws
- Point of contact with Lawyer, City Zoning
- Named account holder on P.O. Box, keep one box key
- C0-named account holder on Credit Union account (with Treasurer)
- Check and respond to email

Vice President

The Vice-President's responsibilities include but are not limited to:

The Vice-President shall discharge the duties of the President and shall perform such other duties as shall be determined by the Board.

- Delegated for quarterly audit/overview of financials along with treasurer
- Shadow President, be ready and able to take over duties if needed
- Neighborhood signage: Order/post/remove/facilitate storage keep inventory of signs

Secretary

The Secretary's responsibilities include but are not limited to:

The Secretary shall (a) keep minutes of all the meetings of the members and of the Board of Trustees, as well as all Actions by Written Consent and waivers of notice; (b) give notice of all meetings of members and Trustees, except as otherwise provided by this Code of Regulations; (c) keep such books and records as may be required by the Board of Trustees, including a registry of names and addresses of members of the Association; (d) perform such

other duties as may be assigned to him or her from time to time by the Board of Trustees or by the President. All books and papers pertaining to the office of the Secretary shall be subject at any time to the inspection of any member of the Board of Trustees, and on expiration of the Secretary's term of office, such Secretary shall deliver all books, papers and other property of the Association in his or her possession or under his or her control to the President or to the Secretary's successor in office; and in general, the Secretary shall perform all duties pertaining to such office as may be required by the President or the Board of Trustees.

- Keep all HOA records and file (shared responsibility for financials with Treasurer)
- Maintain ETHA Membership Book (per Regulations Article II Section 9)
- Take/Record minutes at meetings
- Print and package any HOA written communications
- Keep printer, Printer paper, office supplies (Shared for responsibilities with other members for delegated duties)
- Collect/receive keep record of HOA members proxied votes

Treasurer

The Treasurer's responsibilities include but are not limited to:

The Treasurer shall have general supervision of all finances; he or she shall receive and safely keep all funds belonging to the Association and he or she shall perform such other duties as from time to time may be assigned to him or her by the Board of Trustees. He or she shall keep proper books of account and shall keep accurate account of all finances of the Association. The Treasurer shall prepare a report and budget for each year to be submitted for consideration and approval by the Trustees at the annual meeting of the Trustees. The Treasurer shall submit a financial statement to all members of the Association at the annual meeting.

- Financials
 - Profit and Loss
 - Manage Dues Collection process
 - Send out delinquent notices, 30 days/60 days/90 days/5 day certified letter demand lien notices
 - Provide Dues Verification to mortgage companies
 - Submit requests for proposals for landscaping services and maintenance providers
 - Create Budget and submit to Board for approval, per Regulations
 - Create Annual Financial Report and make report available to all ETHA members, per regulations
 - Keep up to date Check Ledger
 - Bill payments
 - Keep financial records

- Remit Payments for Bills/Contracted service providers (Erie Insurance, First Energy, landscaping and maintenance, website and email
- Payment records - receipts attached (reimbursement receipts, record of board vote to pay attached in minutes)
- Receive printed and packaged communication from Secretary and mail them
- Contracts
- File taxes
- Turning on/off the electric for the sprinklers
- Contacting the accountant to file taxes
- HOA dues postcards
- Dues collection/Deposit
- Checking the PO Box (Joint effort between the Treasurer and President)

(5th) *not an officer* Trustee position

The 5th member of the Board of trustees

- Organize Neighborhood fun
- Create/Oversee Committees
- Vote for actions being taken or motions at meetings

Section 2. Term of Office; Vacancies

The Officers of the Association shall be elected for a term of one year and shall hold office until the organizational meeting of the Board of Trustees following the date of their election and until their successors are chosen and qualified, unless sooner removed by the Board of Trustees. The Board of Trustees may remove any Officer at any time, with or without cause by a majority vote. A vacancy in any office, however created, may be filled by the Board of Trustees.

Section 6. Delegation of Authority

The Board of Trustees is authorized to delegate the authority and duties of any Officer to any other Officer, to a managing agent and to generally control the action of Officers and to require Officers to perform duties, in addition to those specifically enumerated in Sections 3 through 5 of this Article, by a majority vote.