



Eagle Trace Homeowners Association
HOA OFFICER DUTIES – FROM CODE OF REGULATIONS

ARTICLE IV Officers

Section 1. General Provisions

The Officers of the Association shall consist of a President, a vice-President, a Secretary and a Treasurer. The Board of Trustees may, from time to time, create such offices and appoint such other Officers and Assistant Officers as it may determine. The President and Vice-President shall be elected by the members of the Association as described in section 3 of Article III above. The Board shall elect a Secretary, Treasurer and such other offices as in the judgment of the Board may be necessary. Any two of such offices may be held by the same person, but no Officer shall execute, acknowledge or verify any instrument in more than one capacity. The Officers elected by the Board shall serve without compensation. All Officers must be members of the Association.

Section 3. President and Vice-President

President . 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.

Duties may include:

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

Vice-President. In the President's 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.

Duties may include:

- *Delegated for quarterly audit/overview of financials along with Treasurer*
- *Shadow President, be ready and able to take over duties if needed*
- *May be responsible for Board inventory of signs, entrance decorations and supplies*

Section 4. Secretary

The Secretary shall keep minutes of all of the meetings of the members and of the Board of Trustees, as well as all Actions by Written Consent and waivers of notice; and keep such books and records as may be required by the Board of Trustees. 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.

Duties may include:

- *Give notice of all meetings of members and Trustees, except as otherwise provided by this Code of Regulations.*
- *Maintain a registry of names and addresses of members of the Association.*
- *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.*

Section 5. Treasurer

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.

Duties may include:

- *Create budget and submit to Board for approval, per Regulations*
- *Maintains financial records, Profit and Loss statements*
- *Create Annual Financial Report and make report available to all ETHA members, per regulations*
- *Manage dues collection process, records and deposits*
- *Send out delinquent notices and certified letter demand lien notices*
- *Provide dues verification to mortgage companies*
- *Submit requests for proposals for landscaping services and maintenance providers*
- *Keep up to date check ledger*
- *Contracts*
- *Contacting the accountant to file taxes*
- *Turning on/off the electric and water for the sprinklers*
- *Checking the PO Box*