

## **General Information about the HOA Board and Officers**

The Board of Directors is responsible for the affairs of the Association. They exercise this responsibility within the guidelines provided by the Covenants and By-Laws of the Association. They may establish reasonable rules and regulations concerning the Common areas, including fees and limitation of guests. They may establish rules and regulations concerning the use of lots including architectural and environmental controls. They may elect/appoint assistants for the Secretary and the Treasurer.

There are 5 Directors. These Directors hold the following offices: President, Vice-President, Secretary, Treasurer and Member-at-large. All officers are expected to attend monthly meetings currently held on the 2<sup>nd</sup> Thursday of each month at 6:30 pm at the Clubhouse.

Duties of each office are as follows:

**President (Chief Executive Officer of the Association)**– 1) presides at all meetings; 2) appoints Committees as needed; 3) insures that conduct of the Board is within the guidelines of the Covenants and By-Laws; 4) as needed acts as the Board liaison with the Board attorney; 5) interacts with residents as needed through contacts by email or Steeplechase phone; 6) prepares the agenda for each meeting; 7) works with the Property Manager regarding any issues that might arise; 8) works with all Board members to assure that Association business is handled in a timely manner; 9) signs letters and contracts as directed by Board vote.

**Vice-President** – 1) presides at meetings in case of President's absence; 2) fills in on all duties should President be out-of-town or unavailable or as directed by the President or Board; 3) aids other Board members as needed to complete duties for the homeowners (ex. stuffing envelopes or delivering newsletters); 4) serves on Committees as the Board liaison.

**Secretary** - 1) records the minutes and maintains all records for Board and homeowner meetings; 3) emails the minutes to all Board members for corrections and additions prior to publishing on the website; 4) prepares and sends letters to homeowners at the Boards' directive; helps treasurer prepare and mail notifications and proxy ballots for the annual meeting; 5) makes ballots and agenda (with aid of President) for the annual meeting; 6) supervises the check-in of each member at the annual meeting and counts the proxy ballots to establish a quorum.

**Treasurer(uses QuickBooks)** – 1) prepares the annual budget and updates to the budget as requested by the Board; 2) prepares a monthly financial report detailing those in arrears with dues assessment; 3) provides monthly bank statements; 4) prepares and mails invoices twice a years to homeowners to remind them to pay annual assessment; 5) prepares and mails late notices 30 days after assessment invoice; 6) works with real estate agents/banks to provide forms/data/invoices needed for closings; 7) maintains an

up-to-date database of all current homeowners; 8) regularly checks Association mailbox for any inquiries/checks. The current Treasurer also maintains the website, monitors the association email address, and keeps the telephone exchange up-to-date.

**Member-at-Large** – 1) works closely with the Property Manager to assure that the common areas are kept up; 2) brings issues to the Board that deal with problems throughout the community such misuse of common areas; 3) Works as a member of various committees as appointed by the President to assure committee activity is reported to the Board; 4) acts as a liaison with common grounds maintenance contractor to assure the community looks good