



# Beebe Ranch BOD

Roles and Responsibilities

24 Aug 2018



# HOA BOD

Overall Responsibilities of the board of directors should be taken on as a whole, allowing each member to weigh in before voting on a final product.

- ▶ Maintaining Common Areas
- ▶ Must be familiar with the declaration or CC&Rs, the bylaws
- ▶ Overall Budget and Assessment Management
- ▶ Establishment of a Budget & Reserves
- ▶ Assessment Collection
- ▶ Adoption and Enforcement of Rules
- ▶ Creating a homeowner handbook (Rules and Regs)
- ▶ Architectural guidelines
- ▶ Compliance Committee guidelines



# President

- ▶ Leads the Board
- ▶ Responsible for overseeing and handling many procedural duties.
- ▶ Must be knowledgeable about the community's CC&Rs & governing documents. Serves as the authority on association rules and governing documents.
- ▶ Signs all contracts and other legal documents pertaining to the association, and is the back-up signer to the Treasurer
- ▶ Understands how to run an effective meeting.
- ▶ Appoints committees if dictated by the bylaws.
- ▶ Leads community and association meetings,
  - ▶ Calls the meeting to order, announces the agenda; observance in maintaining order and decorum, calling for votes, announces results, and recognizes others to speak on the floor.



# Vice President

- ▶ Shares many of the leadership and procedural duties with the president
- ▶ Assumes the leadership role when the president is unavailable
- ▶ Responsibilities include ensuring order is maintained during meetings, ensuring a smooth flow of business and serving as an informed source about association rules, bylaws and governing documents.
- ▶ Acts as a chairman or liaison of one or more committees.



# Treasurer

- ▶ Ensures that all association funds are collected, disbursed, invested and reported accurately and remain in compliance at all times with the association's by-laws and governing documents.
- ▶ Responsible for the association's funds, securities and financial records.
- ▶ Oversees billing, collections and disbursement of funds, Signs checks as authorized by the Board of Directors.
- ▶ Coordinates the development of the association's proposed annual operating budget and reserve allocations.
- ▶ Responsible for monitoring the budget and reporting on the association's financial status throughout the year,
- ▶ Itemized accounting of the budgeted and actual receipts and expenditures of the HOA with supporting budgetary and financial documents
- ▶ Ensures the Association has adequate Insurance
- ▶ Responsible for ensuring Periodic Reserve Studies
- ▶ Ensures Tax Returns are properly filed
- ▶ Oversees year-end reporting and any required audits.



# Secretary

- ▶ Maintains the association's meeting minutes and official records,
- ▶ Reviewing and updating documents as required and ensuring they are stored safely and accessible to association members.
- ▶ He or she is responsible for providing proper notice of meetings,
- ▶ Distributing documents, such as official records, agendas and meeting minutes, on a timely basis
- ▶ Ensures the association meets all legal documentation requirements, such as annual filing deadlines.
- ▶ Acts as custodian of the association's official records and documents, including; CC&Rs; Articles of incorporation; Bylaws, Plats of survey; Rules and regulations (and all amendments of these); Minutes of all board & owner meetings; Insurance policies; Contracts, leases, and other agreements in effect; Current list of the names and addresses of the members; Copies of ballots and proxies from past elections, Maintenance history;