

## Brief overview of roles, responsibilities & expectations of HOA board, committee chairs, homeowners and renters

### HOA board (officer responsibilities and expectations)

#### **President** (*Two year term*)

- Prepares meeting agendas
- Presides at all Board and Association meetings
- Supervises Community Manager
- Trains directors for future leadership positions
- Sets positive example
- Spokesperson for the HOA board



#### **Vice President** (*Two year term*)

Assume responsibilities as the president if he/she is not a meeting.

#### **Treasurer** (*Two year term*)

- Responsible for monitoring the collection and expenditure of assessments.
- Reviews and summarizes financial statements, especially the status of reserve funds, unusual amount of receivable and payables and variances of actual vs. budget for month and year to date.
- Approves/monitors investment policy
- Monitors delinquencies and advises the Board

#### **Secretary** (*Two year term*)

- Takes minutes at all meetings
- Maintains book of minutes and resolutions
- Posts meeting minutes to Web site
- Posts meeting and special meeting notices to Web site
- Attests to the authenticity of all corporate documents
- Certifies all meeting notices and election results
- Timekeeper for all meetings

#### **Member at Large** (*Two year term*)

Assists in any role that is not present at the meetings. Special projects.

### **FAST FACTS about HOA board:**

- Board members must work together (with residents, community manager and their chairpersons) in an [ethical, respectful and productive manner for the good of the community.](#)
- Board members meet once a month.
- Board members present at quarterly meetings on the action items they are working on/completed.
- Board members are appointed to a chairperson as liaisons to the board- assisting chairpersons in budget preparation, communications, assistance when needed and voice to the board when chairperson is unavailable.
- - more-

### Committee chairpersons

Are posted to our Community Web site under **RESOURCES** tab > **Committees** see documents that are named RESOLUTIONS.



### **FAST FACTS about Committee chairpersons:**

- Chairpersons must work with the residents, HOA board, their HOA board liaisons and community manager in an **ethical, respectful and productive manner for the good of the community.**
- Chairpersons must agree and sign resolutions.
- Chairpersons present at quarterly meetings on the action items they are working on/completed.
- Chairpersons must keep open communication with their respective Committee and partners.
- Chairpersons work directly with their HOA board liaison during the 30 day cycle till the next monthly meeting, working on action items discussed and agreed upon with liaison and HOA board.
- Chairpersons must have e-mail and access to e-mails on a weekly basis.
- - more-

### **Residents' -homeowners**

- To work and communicate with HOA board, committees, community manager and fellow neighbors in an **ethical, respectful and productive manner.**
- Be registered with community Web site to ensure all are up-to-par on any and all communications provided by Henderson, HOA board, committees, Huntersville Police Department and any outside partners.
- If you are homeowner and rent your property, contact Henderson and provide proper documentation. Please do this within (10) business days or sooner. Advise your tenants of the community Web site so they are included in communications/events as stated above and more. If your tenants do not sign up for Web site, you are responsible for communicating any and all communications from aforementioned.
- Know the community CCR's and Bylaws. If you have a question on any, you may access the full documents in our **RESOURCE CENTER** tab > **governing documents**. If you need further assistance you may contact community manager.
- To contact 911 if something/someone doesn't seem right, you see a crime or vandalism taking place..
- Be respectful of all HOA board and committee's members as these positions are volunteer and all members are residents of this community. Any and all questions, complaints et al. can be sent to their respective HOA e-mails (In the near future a form will be made available and more information on this to come) and to our community manager. No member should be contacted at their homes, asked questions et al while in common areas in community e.g. pool etc. Board meets once a month and any and all complaints questions et al. will be discussed at that time. Please note: if there is an emergency naturally you may contact a board member immediately! Thank you.

### **Residents' -renters**

- To work and communicate with HOA board, committees, community manager and fellow neighbors in an **ethical, respectful and productive manner.**
- To respect and obey all CCR's and Bylaws of our community.
- To contact 911 if something/someone doesn't seem right, you see a crime or vandalism taking place..

Please note: You are welcome to join us at all community functions et al. Please log-on to [www.villageofrosedalehoa.com](http://www.villageofrosedalehoa.com) and register to our community Web site today!