

## Duties of President:

### Provide Oversight and Leadership to HOA

- Ensure all board members are fulfilling their agreed upon responsibilities in a timely manner.
- Ensure all board members are representing the HOA professionally and promoting a positive outlook within the community.
- Coordinate organization of all community meetings and board meetings (including virtual).
- Monitor bank accounts, Buildium website, and HOA website for irregularities and quality assurance.
- Provide critical decision-making and brainstorming the goals and challenges of HOA (present and future).

### Communication

- Respond to all communication correspondences addressed to President or specifically related to duties of President.
- Respond to all emails that require a board member input, votes, and corresponding actions, as well as ensuring responses from all board members.

### Management of AEHOA Website

- Update website for upcoming community meetings and events.
- Mail notices for upcoming community meetings and events.
- Monitor and respond to message board posts on behalf of board.

### Legal Services Liaison

- Engage lawyers to file a proof of claim to ensure the HOA's interests are served in bankruptcy proceedings.
- Consult or engage lawyers for any other legal services needed (i.e. liens, filings, legal enforcement, updating by-laws and covenant agreements, etc.)

### Vendor Management

- Work with the bank to provide the board with required financial services as needed.
- Manage all vendors and ensure quality of services rendered (i.e. landscaper, power company, website provider, merchant accounts, collection services, etc).
- Manage bill pay payments to vendors and ensure payments are issued on time.

### Management of Email, Website, and Domain

- Includes redirection of domain(s) to Buildium (allows for separate email management).
- Management of a board@ email that emails all members of the board.
- Management of non-specific, non-binding lease of the short domain name aehoa.com.

## Duties of Vice President:

### Assist President in Providing Oversight and Leadership to HOA

- Assist in ensuring all board members are fulfilling their agreed upon responsibilities in a timely manner.
- Assist in ensuring all board members are representing the HOA professionally and promoting a positive outlook within the community.
- Assist in coordinating organization of all community meetings and board meetings (including virtual).
- Assist in monitoring bank accounts, Buildium website, and HOA website for irregularities and quality assurance.
- Assist in critical decision-making and brainstorming the goals and challenges of HOA (present and future).

### Communication

- Respond to all communication correspondences addressed to Vice President or specifically related to duties of Vice President.
- Respond to all emails that require a board member input, votes, and corresponding actions, as well as ensuring responses from all board members.

### Closing Letter Request Responses

- Provide of formal closing letter upon specific request (fee of \$150 collected each instance).
- Provide a statement (from Buildium) for the property referenced.
- Update financial accounts for properties at closing.
- Create new account, including contact information, for new owners using the Buildium database.
- Use the Douglas county tax assessors website to obtain a mailing address for new owners when necessary.
- Ensure the member list is up to date and as accurate as possible.

### Violation Notices and Enforcement

- Work with the violations volunteer to collect proof of violations.
- Use Buildium to send warning or violation notices (email and mail, if available).
- Track of violations for proof and subsequent fines.
- Update financial records with levied fines in Buildium.
- Respond to communication regarding violation notices (via email or telephone) when requested.
- Coordinate with law enforcement and/or vendors to enforce or repair violations when necessary.

Duties of the Chief Financial Officer:

Budget Reconciliation:

- Reconcile monthly financial records using Buildium software.
- Update budgets (present or future) when needed for community or board meetings.
- Ensure responsible parties have all necessary updated documents for tax preparation.

Post Receivables:

- Coordinate with the Secretary (or whomever is responsible for mail pick-up.)
- Sort all mail; delivering legal notices to the responsible party.
- Open all mail, making copies of all checks for each deposit for later verification and reconciliation.
- Update Buildium with each payment for each account
- Deposit payments at the bank.
- Deal with any banking issues --stop payments, bounced checks, lost checks, research, etc.

Communication

- Respond to all communication correspondences addressed to CFO or specifically related to duties of CFO.
- Respond to all emails that require a board member input, votes, and corresponding actions, etc.

## Duties of the Secretary:

### Day-to-Day Communication of HOA

- Answer all daily forms of communication (including phone calls, emails, or inquiries/posts to the website).
- Direct inquiries to the responsible party (i.e. President, Vice President, CFO, etc.)
- Use Buildium Software to look up information for general inquiries.

### Mail Pickup

- Collect the mail from HOA PO Box at Villa Rica Post Office weekly.
- Coordinate the delivery of mail to responsible parties (Receivables to CFO, Legal notices to President or Vice President, etc.)

### Meeting Minutes

- Take minutes of community meetings and recording into a DOC for posting on the website.
- Take minutes of board meetings (including virtual meetings that require voting on a given topic) and recording into a DOC for posting on the website.

### Communication

- Respond to all communication correspondences addressed to Secretary or specifically related to duties of Secretary.
- Respond to all emails that require a board member input, votes, and corresponding actions, etc.

Duties of Community Coordinator:

**Organize and Coordinate Community Volunteer Programs**

- Work with Vice President to welcome new homeowners, property managers, investors, and renters to the community.
- Gather interest from members of the community who wish to volunteer or organize volunteer groups.
- Ensure follow through of all tasks designated to volunteers and volunteer groups.
- Communicate any issues with volunteers or volunteer groups to the board for corresponding action.
- Request and manage funds for volunteers or volunteer groups as needed.
- Return all receipts and unused funds to CFO for financial reconciliation.

**Organize and Coordinate Community Communication**

- Gather concerns, ideas, and input from the community for board consideration (includes formal board meetings, virtual board meetings, or general correspondence).
- Communicate non-traditional forms of announcement for upcoming community events and meetings (i.e. flyers, posters, signs, door to door, etc).
- Encourage community involvement and participation in events and meetings.
- Attend (or delegate attendance) of any city, county, or community planning meetings that will affect the HOA business.
- Report updates to the board of the above-mentioned meetings that will affect HOA business.
- Post updates to HOA website of the above-mentioned meetings that affect HOA business for community awareness.

**Communication**

- Respond to all communication correspondences addressed to Community Coordinator or specifically related to duties of Community Coordinator.
- Respond to all emails that require a board member input, votes, and corresponding actions, etc.