

## **BELLEVIEW ACRES HOMEOWNERS ASSOCIATION (BAHOA)**

### **RESPONSIBILITIES OF BOARD MEMBERS**

Enacted as BAHOA Board Policy on August 20, 2003

#### **President shall:**

- Serve as the Chief Executive Officer of the Association;
- Preside at all meetings of the BAHOA general membership and of the Board of Directors;
- When necessary, call special meetings of the BAHOA general membership and of the Board of Directors;
- See that orders and resolutions of the Board of Directors are carried out;
- Sign all legal and other written instruments of the BAHOA;
- Ensure and maintain effective communications on BAHOA issues within the association, community, county and other governmental entities;
- Establish committees and appoint members as deemed appropriate in carrying out the purpose of the BAHOA;
- Perform such duties as may be required by the Board of Directors or general membership.

#### **Vice President shall:**

- In the absence of the BAHOA President or in event of death, inability or refusal to act, perform the duties of the President, and, when so acting, shall have all the power of and be subjected to all the restrictions of the President;
- Organize BAHOA social functions (e.g., Christmas party, Picnic, etc.);
- Oversee upkeep of grounds and maintenance/repairs of BAHOA common areas (e.g., mowing, irrigation and sign);
- Track all FOR SALE listings in the neighborhood, making sure that the listing agent has a current copy of our *Rules, Regulations, and Covenants*, and is aware of outstanding BAHOA issues, requirements and fees related to the property;
- See that a housewarming gift is purchased and delivered to a new homeowner to welcome them to the BAHOA;
- Perform such other duties as from time to time may be assigned by the President or Board of Directors.

#### **Secretary shall:**

- Record votes and keep minutes of the proceedings of General and Special meetings and of Board of Directors meetings;
- See that all notices are provided in accordance with the provisions of BAHOA bylaws or as required by law (e.g., serve notice of meetings of the board and of members);
- Act as custodian of the corporate records and inform Board of corporation procedures;
- Publish and disseminate regular BAHOA neighborhood newsletters and other correspondence;
- Keep records of the current name and address of each member;
- Make sure that all corporate records registered with the State are current;
- Perform all duties pertaining to the office of Secretary and such other duties as from time to time may be assigned by the President or Board of Directors.

#### **Treasurer shall:**

- Have charge and custody of and be responsible for all funds and accounts of the BAHOA;
- Receive and deposit in appropriate bank accounts all monies of the BAHOA and disburse such funds as directed by action (resolution) of the Board of Directors;
- Keep full and accurate financial records and books of account showing all receipts and disbursements;

- Sign all checks and promissory notes of the BAHOA Corporation;
- Prepare a statement of income and expenditures to be presented to the Board of Directors at its monthly meetings;
- Prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting, and provide a copy to a BAHOA member upon request;
- Send written notice of assessments and follow-up notices to every BAHOA homeowner and report to Board any homeowner who is in arrears;
- See that any necessary tax returns are properly prepared and filed;
- Perform all duties pertaining to the office of Treasurer and such other duties as from time to time may be assigned by the President or Board of Directors.

**Architectural Control Committee Members shall:**

- Manage and administer review of landscaping and building plans, specifications and other homeowner submittals;
- In conjunction with the BAHOA Board, work to enforce the BAHOA Covenants, conditions and restrictions;
- Conduct regular (about monthly) visual examinations of all BAHOA homes, make contact with homeowners who are in violation of Covenants, and report to Board of Directors any Covenant violations;
- Work with the Board President on developing and providing commentary to the community, county and other governmental entities on road and property improvements/concerns in the vicinity of the BAHOA neighborhood that can influence the value of and quality of life in our neighborhood (e.g., zoning, planning, development, etc.);
- Perform such other duties as from time to time may be assigned by the President or Board of Directors.