

# WINDSTONE COMMUNITY ASSOCIATION II, INC.

c/o Baum Property Management

P.O. BOX 46

Aurora, IL 60507

## BOARD JOB REQUIREMENTS

### ADMINISTRATION AND MANAGEMENT

- HOA board members create and maintain covenant policies, update articles of incorporation and address annual assessment issues. A member must have a background in administration or administrative management and understand the process of managing important documents. A board member with skills in administration and management can help the HOA create a strong business infrastructure.

### COMPUTER

- Many HOAs are using computer automation to notify members of meetings, changes in HOA policies and payment of HOA fees online. Board members must have knowledge of computer programs used to conduct HOA business and should have knowledge of computer applications

### ACCOUNTING/BOOKKEEPING

- Every HOA board member should have a general knowledge of accounting and bookkeeping procedures. Board members work together to create budgets, assess HOA fees, pay vendors that provide services to the HOA and set parameters for funding a capital reserve fund for common property projects. A board member must know how to interpret basic accounting reports to gauge the financial status of the HOA.

### COMMUNICATION

- An HOA board member must have adequate interpersonal skills. Effective communication skills between fellow board members, property managers, members and vendors can create a positive environment and improve member participation in HOA activities. Communication also includes the distribution of HOA information via email, flyers, letters or making phone calls on behalf of the HOA.

### OFFICERS

- The **President** is the chief executive officer of the association and its corporation and represents the board before the membership. He or she generally sets meeting agendas and presides at all meetings of the board and membership. The president usually has the power to execute legal documents on behalf of the association and to serve as a liaison to the Association's attorney. The president may have the right to either select or nominate committee chairs and assign Association projects to other Directors.

- The **Vice President** performs all the duties of the president in his or her absence and typically shares some of the burden of the president. The vice president is usually assigned as a liaison to specific staff, contractors or committees.
- The **Secretary** has responsibility for ensuring that board and membership meeting minutes are taken, approved, distributed and maintained for the Board and Association. The secretary serves as chairperson of the Design/Modification Review Committee.
- The **Treasurer** works with the president, contractors and committees to ensure that the annual operating budget is developed and submitted for board or membership approval and that the records of all association financial transactions and roster of delinquent accounts is maintained. The treasurer recommends action regarding collections, receives and disburses funds as authorized, ensures the preparation of periodic financial reports and authorizes an independent audit. The treasurer works directly with the Association's bookkeeper.