

Mill Grove HOA Board Roles and Responsibilities



President	Vice President	Treasurer	Secretary	Community Liaison
<ul style="list-style-type: none">▪ Handles daily administration of the association and its operation▪ Carries out contracts, orders and documents on behalf of the association▪ Chairs all board meetings▪ Ensures the board fulfills its duty in the community interest▪ Leads and owns projects and action items	<ul style="list-style-type: none">▪ Stays abreast of daily association activities▪ Acts on behalf of the President when unavailable▪ Manages specific areas of HOA operations▪ Leads and owns projects and action items	<ul style="list-style-type: none">▪ Maintains association finances▪ Serves as custodian of securities and funds▪ Prepares financial statements and reports▪ Plans annual budget and generate monthly projections▪ Sends annual dues letters to neighbors and subsequent reminders as needed▪ Monitors monthly expenses for abnormalities (e.g. Utilities)▪ Manages association taxes▪ Leads and owns projects and action items	<ul style="list-style-type: none">▪ Maintains association records (e.g. meeting minutes, membership & HOA records)▪ Witness signature(s) on legal document pertaining to the association▪ Renews Secretary of State registration▪ Leads and owns projects and action items	<ul style="list-style-type: none">▪ Provides a direct interface to the Board for association members▪ Manages communication between external contractors▪ Provides assistance to Board Committees (e.g. ACC)▪ Leads creation, development and updates to communication tools (e.g. website, newsletter, etc.)▪ Leads and owns projects and action items
Approx. 2 hour/mo.	Approx. 1 hour/mo.	Approx. 4 hour/mo.	Approx. 1.5 hour/mo.	Approx. 1.5 hour/mo.