



## SW Board & Committee Duties

### OFFICERS :

**PRESIDENT:** Runs all meetings; appoints and oversees committees; picks up mail at Post Office. Reports to the Board of Directors.

- Agenda for Meetings
- Key to the SWHOA Storage Unit
- Oversees all HOA business

**VICE-PRESIDENT:** Coordinates the activities of the ARC & Compliance Committee

- Accepts all ARC Applications and Construction Deposits and Fees. (Forwards these fees to the Treasurer to be deposited)
- Key to the SWHOA Storage Unit

**TREASURER:** Handles all monetary aspects of the Association

- Pay & Record monthly bills
- Balance General and Damage Deposit Accounts
- Collect & Input Yearly Association Dues in roster.
- Maintain an accurate roster and map of residents and lot owners.
- Sends out the correspondence for past due assessment fees / Record /Cancel Liens (attorney hired for liens)
- End of the year Expense Report (Coordinates with the Secretary to create the New Yearly Budget)
- Returns the Deposit Fee to applicants, upon ARC's approval.
- Complete 1120- H Tax Form

**SECRETARY:** Handles all correspondence for the Association and takes minutes at the Association meetings.

- Is copied on all incoming email correspondence
- Works with the President on the Meeting Agenda
- Emails all correspondence to the Board & Committees relating to meetings, current event and resident's issues.
- Creates & Disperses the SW Newsletter (electronic distribution)
- Works with the Treasurer to maintain roster and create New Yearly Budget.
- Assist compliance in sending out violation notifications.

### COMMITTIES

**ARC:** Handles the administration of the design guidelines and reviews all applications for construction & modifications. Reports to the Vice President.

- Provides applicants with:
  - Letter regarding the status of their application, including a list of "Construction Guidelines"
  - A copy of the Covenants (available online) printed if requested only
  - 2 sets of stamped plans to bring to the Parish for Permits
  - Maintains copies of this correspondence for the ARC Archives.

**COMPLIANCE:** Makes sure all restrictions are being followed and enforced. Works with the ARC committee. Reports to the Vice-President.

- **Oversees the duties of the Property Manager.**
- **Maintains the Association's Archive Folder's (copies of the SWHOA correspondence)**

**LANDSCAPING:** Handles the upkeep of all landscaping, irrigation, fencing, and general maintenance in common areas and entrances. Reports to the President.

- **Supplies the SWHOA Board with Bids & Proposals. Upon approval, hires and oversees landscaping and grass work to be done.**

**ENTERTAINMENT:** Coordinates all parties and community activities. Reports to the President.

**Street Captains & Senators:** Works with the residents on their streets to coordinate any problems or activities that are of importance to the street on which they live. Reports to the President.

- Welcome's new neighbors.

**BEAUTIFICATION COMMITTEE:**

- Handles the seasonal decorations at the front entrance. (Christmas, Fall, Easter, etc)
- Changes the seasonal pole flags at front entrance.
- Oversees the Garden of the Month. Judging, Sign placement, and provides the Secretary with a photo to be placed in the newsletter and website.

**WEBMASTER:** Handles all entries and updates to the website. Downloads the newsletter, Forms, applications, photos of SWHOA events and the like. Reports to the President.

Revised 11/14/16