

HUNTINGDON HOA

Board, Committee Chair and Committee Member Position Descriptions

The below descriptions are not necessarily exhaustive, as new responsibilities may become necessary. It is also expected that residents serving in each of the below positions, if no longer serving in that capacity, will transfer any and all related information and records to the newly elected person.

President: (president@hpoaonline.org)

- Set agenda for annual meeting and run meeting
- Coordinate and chair executive board meetings
- Represent HOA legally with outside entities and services (when a signature is required)
- Handle complaints from neighbors
- Ensure the Board members are fulfilling their duties and obligations

Vice President: (vicepresident@hpoaonline.org)

- Coordinate and plan special community workdays
- Gather/coordinate bids for services along with committee chairpersons

Secretary: (secretary@hpoaonline.org)

- Record minutes for annual meeting and all board meetings
- Keep HOA legal records
- Coordinate communication to residents (email, newsletters, legal notices – annual meeting, dues, special assessments, etc.)
- Maintain pavilion reservation log for residents

Treasurer: (treasurer@hpoaonline.org)

- Collect all HOA dues
- File liens with city on homeowners who do not pay dues
- Keep all financial records
- Prepare and share financial report with residents during annual meeting
- Pay all bills for services rendered

Board Member-at-Large (3)

Duties that may be rotated among Board members or handled by members-at-large include:

- Create and deliver (mail) newsletter, first approved by board prior to distribution
- Represent HOA at FCoN meetings as needed
- Maintain website information, postings, etc.
- Attend HOA Board Meetings

Pool Committee Chair: (pool@hpoaonline.org)

- Coordinate opening (including scheduling inspection) and closing of pool
- Obtain bids for service and submit recommendations to voting Board members
- Coordinate maintenance of pool/pool house, including cleaning, supplies, garbage disposal, and security

(HOA Board, Committee Chair and Committee Member Position Descriptions – continued)

Pool Committee Member:

- Meet with the Pool Committee to discuss, plan and implement all activities associated with the opening, closing, safety and maintenance of the pool.
- Cover a minimum of two(2) full weeks opening and closing the pool (and the duties that entails) during operating days (Memorial Day weekend to Labor Day weekend – approximately 15 weeks)
- Find a replacement in the event you cannot cover the week(s) you agreed in advance to cover opening and closing the pool
- Participate in Community Work Days, especially as they pertain to improvements in and around the pool

Hospitality Chair: (hospitality@hpoaonline.org)

- Obtain information on a monthly basis from realtors about new residents in the community
- Personally welcome new neighbors with a welcome gift, recent newsletters, and a copy of HOA By-laws

Green Space Committee Chair: (greenspace@hpoaonline.org)

- Develop a maintenance plan for both the pond and the grass surrounding the pond, and submit to the Board for approval.
- Obtain bids for service and submit recommendations to the voting Board members
- Review issues, concerns and complaints concerning shared green space, and present to Board with recommendations
- Plan and coordinate special green space improvement activities and work days

Green Space Committee Member:

- Meet regularly as determined by the Green Space Committee to discuss, plan and implement activities associated with the maintenance of all common green space in the Huntingdon HOA, including the pond, land area surrounding the pond, land surrounding the pool, parking lot and cul-de-sac island.
- Participate in Community Work Days, especially as they pertain to improvements and maintenance related to common green space.

Architecture Chair: (architect@hpoaonline.org)

- Review all requests for construction and contracting based on HOA rules and regulations
- Notify Board when rules and recommendations are being violated
- File any reports with the Board Secretary concerning interactions with residents

Architecture Committee Member:

- Attend meetings of the Architecture Committee, as well as on site visits, to help fulfill the requirements mentioned above under Architecture Chair