

Condo Association Officer Duties

The general duties of the Board of Directors of Forest Greens Condominium Association may be found on the Association Web Site (<http://www.forestgreenscondos.com/by-laws---rules.html>), Section III – Board of Directors and Section V—Officers.

Board President:

- Presides over the meetings of the board
- Prepares the agenda for each board meeting
- Oversees the general and active management of the association
- Executes all contracts or other legal documents on behalf of the association
- Sees that all resolutions of the board are carried into effect
- Appoints committees and delegates authority to them

Vice-President:

- Performs the duties and exercises the powers of the president in the absence or disability of the president
- Maintains the association website. (optional)
- Prepares the letter and associated documents for the annual meeting
- Prepares other documents as assigned or as needed

Director:

- Performs duties assigned by the Board President
- Assists the Secretary/Treasurer as needed

Secretary/Treasurer:

- Keep the minutes of each meeting
- Give proper notice of each meeting
- Responsible for keeping full and accurate accounts of all association money
- Maintains all official records of the association (pet applications, rental acknowledgement forms)

Other duties to be assigned:

- Greets all new residents and distributes Welcome Packet
- Perform yearly inspection of the property with the Property Manager

The Board Shall:

- Enforce the documents
- Establish sound fiscal policies and maintain accurate records
- Develop a workable budget, keeping in mind the needs, requirements and expectations of the community
- Monitors repair and maintenance of the common areas and building exteriors
- Prioritize repair and maintenance tasks with regard to budget constraints

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- Establish reserve funds
- Act on budget items and determine assessment rates
- Establish, publicize, and enforce rules and penalties
- Authorize legal action against owners who do not comply with the rules
- Review local laws before passing rules or sending bylaws to membership for approval
- Select an attorney, an auditor, insurance agent and other professionals for the association
- Provide adequate insurance coverage, as required by the bylaws and local governmental agencies
- Inform members of important board decisions and transactions
- See that the association is protected for the acts of all parties with fiscal responsibilities
- Attend and participate at meetings