

CANYON LAKE VILLAGE WEST POA BOARD DUTIES

POA BOARD PRESIDENT

The President is in general charge of the affairs and daily administration of the Property Owners Association in the ordinary course of its business.

1. Develop and approve agendas for monthly meetings and preside over all Board Meetings.
2. The President may make, sign, and execute any deeds, conveyances, assignments, bonds, contracts, and other obligations and any kind or character in the name of the Association. Serves as the primary spokesperson for the Association and acts as liaison for community members and external entities.
3. Guide decision making processes and ensure all POA board duties are fulfilled and by-laws, policies, and deed restrictions are consistently applied or addressed.
4. Establish Committees or working groups as needed for special projects, events, or any areas identified by the Board.
5. Designate a replacement to preside over Board Meeting when the President is unable or unavailable to attend. In general, the Vice President will assume this role for meetings and other duties as may be required.
6. Oversee ACC membership and processes to ensure timely follow-up, review and/or approval.

POA BOARD VICE PRESIDENT

The Vice President assumes the role of President when the President is unable or unavailable.

1. Research and recommend Insurance policies for the property and assets of the POA and liability coverage for the Directors. Assure all insurance policies are current with appropriate coverage.
2. Lead special assignments such as investigation and recommended follow up on deed restriction concerns, unlawful activities and other legal concerns with POA legal representation as assigned by POA Board.

POA BOARD SECRETARY

1. Maintain a majority of the association's records, including membership records, board meeting records, and other official POA records.
2. Send monthly board meeting reminders via email and Facebook. Exchange the "meeting" sign at entrance to neighborhood.
3. Take down minutes of each meeting. Prior to the next meeting, forward the minutes to the Board for review and approval.

4. Write and post correspondence as needed by the board or President.
5. Review, respond to, and/or or forward POA emails to appropriate party to address.
6. Review Comal CAD, update Quickbooks, work with treasurer to mail out POA invoices in January.
7. Send out notices to residents, such as "Thank You" letter, National Night Out, etc.
8. Coordinate annual meeting mailout (at least 20 days prior to the Annual Meeting). Include notice and agenda in the mailout.
9. Keep Quickbooks current by inputting data when property changes ownership.
10. Maintain current blast email list and mailing list utilizing Quickbooks.
11. Input Pay Pal payments into Quickbooks and Excel worksheet for treasurer.
12. Work with treasurer to reconcile the checking account each month.
13. Respond to information requests from title companies.
14. Maintain ACC Project Log utilized by Board members.
15. Update management certificate as needed and record in Comal County.

POA BOARD TREASURER

1. The treasurer manages the association's finances, keeps all financial records and serves as the custodian of securities and funds.
2. Manage the Associations finances including preparing an annual budget, collecting dues and assessments, and recording all financial transactions in Quickbooks.
3. Serve as bank administrator for checking and savings accounts. Designate other POA members as approved for bank account access. Reconcile monthly bank accounts.
4. Manage PO Box to ensure mail is retrieved. Designate other POA members as approved to access PO Box.
5. Maintain financial records in accordance with record retention policy.
6. Sign and execute any deeds, conveyances, assignments, bonds, contracts, and other obligations of any kind or character in the name of the Association.
7. Pay all obligations in a timely manner to include utilities, service providers, contractors, suppliers, and any obligations assumed by the Board.
8. Provide monthly financial reports or special reports as requested.
9. Manage CPA to file taxes and in the preparation of any financial statements.

10. Work with secretary on annual meeting mailout in November.
11. Work with secretary to mailout statements in January
12. Receive payments (including transfer and resale certificate fees), deposit at bank, and document in Quickbooks
13. Draft budget for following year for board to review (November). Calculate what amount to request for the Voluntary Assessment.

POA BOARD MEMBERS AT LARGE

Social Committee

1. Enlist a lead for the Committee. Plan, coordinate, and control all group activities for the Village West neighborhood, including game nights and speakers.
2. Enlist a lead for the Committee. Organize Pool Opening day in early May.
3. Enlist a lead for the Committee. Organize National Night Out (1st Tuesday in October). In August, sign up online with the Comal County Sheriff's Office for NNO. In September, send out Invitations to the County Commissioner, Fire Station, Comal Sheriff, etc.
4. Enlist a lead for the Committee. Schedule clubhouse rental, meet with residents, and collect payments.

Maintenance - General

1. Manage and engage as needed service providers to complete routine maintenance of clubhouse and park properties to include HVAC, plumbing, electrical, hardware, landscaping, trash disposal, pest control and all overall maintenance requirements.
2. Manage the pool and park gate locks. In April, manage the rekeying of the pool and park gates and order keys for distribution to residents.
3. Develop a list of future projects to address deferred maintenance and to improve the amenity properties. Engage contractors to secure estimates and recommendations for improvements or replacements.
4. Oversee improvements and/or maintenance projects that are approved to move forward.
5. Purchase necessary supplies such as paper and cleaning products.
6. Encourage and coordinate any volunteers interested in assisting with maintenance and operations.
7. The Committee is authorized to expend up to \$1,500 annually on maintenance/repairs as needed with follow up notice to Board.

Maintenance – Pool

1. Manage, engage service providers, and oversee pool operations as needed to assure the proper operation of the pool and equipment.
2. Schedule and attend key distribution dates in April and May of each year. Arrange for on-going individual key distribution.
3. Arrange for pest removal services as needed from April – October each year.
4. Develop and report any recommendations for improvements to enhance the pool and environment and/or repairs that need to be addressed.
5. Encourage and coordinate any volunteers interested in assisting with pool maintenance.

Website/Communication

1. Keep website updated and current (post meeting notice, agenda, minutes).
2. Manage and maintain Video Conferencing applications for Meetings.