**BEAVER GLEN HOMOWENERS' ASSOCIATION BOARD MEMBERS RESPONSIBILITIES**

The President, Vice President, Secretary and Treasurer are the only positions that we have to fill. All other positions can be decided on each year by the current board. All Board Members votes are equal whether you are the President or Welcoming. If you have a report for the meeting, please bring it typed up and hand it to the Secretary or may email to Secretary before the meeting. Board positions are required to attend board meetings.

**PRESIDENT**

\* Presides over meetings.

\* Sees that all orders and resolutions are carried out.

\* Signs all leases and any other written letters.

\* Signs checks

**VICE PRESIDENT**

\* Acts in the place of the President in the event of his/her absence.

\* Signs checks.

**SECRETARY**

\* Records the votes and keeps the minutes of all meetings and proceedings of the Board.

\*E-mails the minutes to the Business Administrator within one week after the meetings.

\* E-mails Meeting reminders with the minutes from the previous Board meeting to all Board Members and Liaisons the Monday before the meeting.

**TREASURER**

\* Reviews monthly expenditures with the business administrator and signs checks.

\* Works with the Business Administrator.

May ask to review checking accounts, payables or receivables at any time.

\* Helps the Administrator with the collection of the Annual Dues when

 neccessary.

**ARCHITECTURAL CONTROL**

\* Reviews any improvements to make sure they are following the

 covenants and brings information needed for approval to the next Board Meeting. (May email the compiled information needed for approval to the Board Members if the homeowner needs approval before the next meeting.

\* Gives the homeowner a letter of approval.

\* Gives a copy of the approval letter to the Business Administrator for her files.

**RECREATION/CLUBHOUSE**

\* Obtains estimates and oversees any maintenance/projects as needed. (administrator also helps with this. )

\* Organizes the annual volunteer day.

\* Attends board meetings.

**SOCIAL DIRECTOR**

\* Plans any social events.

\* Attends board meetings with updates.

\* Coordinates events with clubhouse rentals.

\* Handles plans and preparations of events, including advertising of event.

**GROUNDS**

\* Supervises the landscapers and gets estimates and oversees any projects. (Example: Broken sprinkler heads, planting of tree, flowers....) if you notice something that needs to be done communicate it to the landscapers. Pine straw is put out twice a year, but you will have to arrange this with the

 landscaper. Pine straw is a separate charge so always review the charge and bring it to the Boards attention.

\* Attends board meetings.

**COVENANTS COMPLIANCE (The Board)**

\* We have found this is much better do be done by the Board. This way a single Board Member is not given a hard time by the homeowner. Calls or visits homeowner. The board will discuss the homeowner that is in violation. The Business Administrator will send a letter to the homeowner within 5 days of the Boards decision.

**WELCOME**

\* Visits new homeowners and presents them with a Welcoming gift including

 local information and a copy of the Covenants/bylaws.

\* Fills out new homeowner/renter information sheet and gets them to sign that they have received a copy of the Covenants/Bylaws.

\* Gives a copy of the new homeowner information sheet to the Business Administrator for her files and to update the roster.

\* Sends a letter to the real estate agent for new "for sale" homes and gives a copy to the Business Administrator.

**POOL SUPERVISOR**

\* Responsible for getting estimates and to oversee any projects with the pool.

\* Hiring and supervision of the Lifeguards.

\* May be asked to pick up supplies for the pool.

\* During summer months asked to attend board meetings to give updates.

\* Maintenance of pool water and any issues with pool equipment and supplies.