

SMTA BOARD ROLES, DUTIES AND RESPONSIBILITIES

December 14, 2022

Throughout the year, SMTA board members get asked, “what, specifically, are the duties of board members?” The list below should help homeowners and potential SMTA board members know the duties and functions each board position is responsible for.

Sands McCormick Townhomes relies on elected board members to oversee all operations of our HOA. These elected members serve without financial compensation. Board members past and present volunteer many hours annually, often doing tasks that are above and beyond their listed duties, thereby saving SMTA thousands of dollars annually.

PRESIDENT: Attends and presides over all regular and special SMTA meetings, adhering to all community documents. Serves as liaison between SMTA and MRPOA. Serves as contact person for all architectural and landscape modifications from homeowners. Forwards all SMTA approvals to MRPOA for final confirmation. Maintains the cleanliness and security of the RV lot. Manages other day-to-day duties not delegated to other board members.

COMMUNITY MAINTENANCE DIRECTOR: Attends all regular and special SMTA board meetings, adhering to all community documents. Manages all regular maintenance issues within SMTA, including the Community Center/Pool area and the tennis court area. Oversees meeting with contractors, soliciting bids and communicating to homeowners who are scheduled for painting in a particular year. Oversees the progress of on-going maintenance projects. Maintains communication with Community Center cleaning company and puts out Community Center trash can weekly. Monitors the pool cover for closures during cooler months as well as taking responsibility for opening and closing pool cover during rain.

LANDSCAPE & TREE MANAGEMENT DIRECTOR: Attends all regular and special SMTA board meetings, adhering to all community documents. Meets regularly with our landscape contractor to manage all green areas within SMTA. Manages all trees within the complex. Meets with tree contractors to determine tree trimming and/or removal. Monitors weed growth within SMTA, contacting herbicide vendors or homeowners when areas need attention. Forwards reports of leaking or malfunctioning irrigation systems to contractors for repair.

TREASURER: Attends all regular and special SMTA board meetings, adhering to all community documents. Maintains accurate information regarding all SMTA financial transactions. Reconciles monthly bank statements within QuickBooks. Invoices all homeowners for annual assessment and maintains accurate records of their payments. Communicates with homeowners regarding rental fees on their property. Manages all vendor payments. Reports the financial status of SMTA to the

board at each meeting and to SMTA homeowners at the annual or any other special meeting. Note: SMTA uses QuickBooks accounting software with an average of 800 annual transactions.

SECRETARY: Attends all regular and special SMTA board meetings, adhering to all community documents. Records meeting minutes and ensures they are approved and distributed to the homeowners within SMTA. Maintains accurate records of SMTA members and assists the treasurer and other board members in maintaining all records of the association. Disseminates emails and newsletters as necessary to keep homeowners informed of SMTA business. Assists website designer to update and maintain the SMTA website as required.