

JOB DESCRIPTIONS – OFFICERS AND DIRECTORS

The responsibilities and duties of the Board are included but not limited to this summary and may change from time to time depending on the number of Board Members (5-9), as well as the needs of the Association determined by the Board of Directors.

President (Officer)	Presides at all meetings of the Board of Directors, responsible for seeing that all orders and resolutions of the Board are carried out, generally signs all contracts and other written instruments on behalf of the Association. The President shall be a member, ex-officio, of all committees appointed by the Board.
Vice President (Officer)	Acts in the place and stead of the President in the event of the President’s absence.
Secretary (Officer)	Record keeper for all meetings and procedures of the Board and of all Members, signs contracts and other written instruments on behalf of the Association if the President cannot, distributes notices of and assists in organizing Annual Meetings / Special Meetings / Monthly BOD Meetings, legal liaison, administers the Board’s individual email accounts, monitors the HIA email account, assists in creating and distributing correspondence on behalf of the Board of Directors and Association. Reports to the Board at the regular monthly meeting, all requests and actions taken.
Treasurer (Officer)	Shall keep and maintain or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Association, including accounts of assets, liabilities, receipts, and disbursements. The Treasurer makes payments for bills previously approved by the Board and has the authority to pay reoccurring bills. The Treasurer receives and deposits in the appropriate bank accounts all monies of the Association and disburses such funds as directed by the Board. The Treasurer prepares an annual budget, monthly/year-to-date financial statements to be presented at each regular board meeting and causes an annual compilation of the Association Books to be completed before June 30 th by a public accountant. The Treasurer prepares or causes to be prepared the annual Federal Income Tax Return and Arizona State Income Tax Return.
Architecture Chair	Responsible to see that all rules and regulations regarding changes, alterations, or additions to any individual lot (building or landscaping) are strictly adhered. The chair may appoint a committee (names to be given to the Board) to assist in decision making. Reports to the Board at the regular monthly meeting, all requests and actions taken.
Outreach & Hospitality Chair	Responsible for welcoming new homeowners and providing community information and resources. Sends welcome, thank you, get well, and or sympathy cards when applicable, arranges volunteers for common area projects and assistance to residents in need. Reports to the Board at the regular monthly meeting, all actions taken.

<p>Membership Chair</p>	<p>Responsible to maintain a Lot file for each residence in the community, inform prospective occupants, or other parties such as realtors, escrow officers, etc. that Hillcrest is an age restricted community qualified under the Housing for Older Person's Act, and maintains a policy in accordance with same, conduct an "Age Survey" every two years (even numbered). The Membership Chair is responsible for monitoring the transfer of property and the change of occupancy of a residence, and maintain records for keys assigned to Homeowners, Board, and Venders. Reports to the Board at the regular monthly meeting, For Sale, In Escrow, Vacant and Rented information.</p>
<p>Infrastructure Chair</p>	<p>Responsible for the management and maintenance of all common area infrastructure, included but not limited to buildings and pavilions; block walls, iron fences, and gates; electrical, plumbing, and lighting systems; concrete patios, drainage systems, curbs, and streets; all 12 backflow preventers; pool, pool equipment, decking, and patio furniture; space heaters and kitchen/bar appliances. In essence, the Chair oversees all non-vegetative infrastructure. The Chair may appoint a committee for assistance as needed.</p>
<p>Landscape Chair</p>	<p>Will oversee the maintenance and care of all common area grass, plants, trees, and irrigation system components. Key responsibilities include ensuring the landscape vendor adheres to the terms of the contract and follows proper maintenance procedures for all greenery; notifying the vendor of any issues related to broken irrigation lines, sprinkler heads, or valves; collaborating with the vendor to ensure irrigation timers are set correctly, adjusting watering days and durations as needed throughout the year; working with Landscape sub-committee on landscape design, plant selection, and installation. The Landscape Chair has appointed a sub-committee to assist with these tasks as required.</p>