

Green Valley Desert Hills No. 4, Inc. Homeowners Association Job Descriptions

Board of Directors: The Board shall consist of seven voting members: four officers, and three additional members.

Purpose: To be responsible for the successful operation of Green Valley Desert Hills No. 4 Inc.

Responsibilities: The Board of Directors shall have the power:

- To call special meetings of the corporation when necessary or upon written request of twenty-five (25) percent of the voting membership.
- To approve an annual operating budget and to establish, assess and collect all dues and assessments.
- To adopt and publish rules and regulations governing the use of common properties and facilities and the personal conduct of members and their guests thereon.
- To exercise for the Corporation all powers, duties and authority vested in or delegated to this corporation except those reserved to members.

The Board of Directors shall have the duty:

- To keep a complete record of all its acts and affairs and to present a statement thereof to the members at the annual meeting of the Corporation.
- To supervise all officers, agents and employees of the Corporation
- To send written notice of each current year assessment to every owner.

OFFICERS:

President

Purpose: To serve as the Chief Executive Officer (CEO) of Green Valley Desert Hills No. 4 Inc.

Responsibilities:

- Have an understanding of the Articles of Incorporation, By-Laws and CC & Rs.
- Is directly responsible to the Board of Directors and the Association residents.
- Shall preside over all Board of Directors, Annual, and Special Meetings.
- Prepare an agenda and distribute it to the community via meetings and/or website.
- Review the Board Minutes for accuracy and to make sure it is communicated to the board and the community.
- Assign duties to additional board members as needed.
- See that all orders and resolutions of the Board of Directors are carried out

- Oversees the financial management of the association's budget along with the Treasurer
- Reviews the financial statement on a monthly basis.
- Is the primary signature of checks along with the Treasurer. (The Vice-President and Secretary may sign checks in the Presidents absence.)
- Makes sure all recommended expenditures are presented to the Board for approval.

Vice President

Purpose: Serves as the Assistant Chief Executive Officer (CEO) of Green Valley Desert Hills No. 4, Inc.

Responsibilities:

- Performs all the duties of the President in his/her absence.
- Sits on the board of directors as an officer of the board.
- Have an understanding of the Articles of Incorporation, By-Laws and CC & Rs in case they need to take over the president's role.
- The vice-president can also be responsible for various committees, projects and oversee areas of the HOA's operations.

Secretary

Purpose: Serves as the record keeper of Green Valley Desert Hills No. 4, Inc.

• **Responsibilities:**

- Serves as an officer of the Green Valley Desert Hills No. 4, Inc.
- Keep all records of the Corporation and makes sure they are available to members at all times.
- Record the votes and keep the minutes of all proceedings (Board, General and Special Meetings).
- Have an understanding of the Articles of Incorporation, By-Laws and CC & R's.
- Provide other administrative support to Board Members.
- **Annual Meeting Responsibilities:**
 - Send annual meeting documents to all homeowners at least 30 days prior to the annual meeting.
 - Take minutes of the meeting.
- Count and maintain all ballots received in the mail and those cast at the annual meeting.
 - Announce results of the election and/or any other ballot issues.
 - Once approved, minutes will be submitted to Board Members, Webmaster, or any Community Member on request.
 - Work with GVR to arrange meeting rooms for Association meetings and socials.

Treasurer

Purpose: The Treasurer manages every aspect of the Associations finances and assets, including

the reserve fund.

Responsibilities:

- Serves as an officer of the Green Valley Desert Hills No. 4, Inc.
- Receive all monies.
 - Keep records in QuickBooks or current Accounting Software.
 - Make all deposits
 - Pay all invoices for expenses of the Association.
- Keep copies of all invoices, check receipts, Federal and State Income Tax documents and any other papers pertinent to the Treasurer's duties
- Prepare Balance Sheets, Profit and Loss Statements, Annual Reports, and other pertinent records on a monthly basis.
- Present all above reports to the President on a monthly basis.
- Present all above reports to the Board for their approval.
- Act as the Chairperson of the Budget committee
 - Prepare the annual budget.
 - Final budget recommendation must be presented to board at the November meeting for approval.
- Prepare documentation for the annual audit conducted by the Audit Committee.
- Present the Annual Balance Sheet and Profit and Loss Statements approved by the Audit Committee at the February Annual Meeting.
- Prepare Federal and State Income Taxes for filing to the appropriate agencies by all due dates.
- With the President, renew or establish CD's for any excess funds as approved by the board.