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**MCLEAN HUNT HOMEOWNERS ASSOCIATION  
ASSOCIATION BOARD MEMBER AND OFFICER  
POSITION DESCRIPTIONS**

**September 27, 2016**

**1. Members of the Board of Directors. Members of the McLean Hunt Homeowners Association (HOA) are responsible for:**

- Carrying out the duties specified in the McLean HOA by-laws;
- Exercising supervisory responsibilities for the management and operation of the Hunt HOA's business operations;
- Making policies for the Hunt HOA;
- Developing and maintaining long term capital plans for the community;
- Maintaining and updating, as required, the McLean Hunt Association by-laws and covenants;
- Serving as a member of the Hunt HOA Architectural Review Committee to review and approve homeowner proposed additions and modifications as conformant to the Hunt HOA Covenants;
- Reviewing and approving the Annual budget before submission to the HOA membership;
- Attending periodic Board meetings during their term of membership.

**2. President of the McLean Hunt HOA is responsible for:**

- Serving as the principal spokesman for the McLean Hunt HOA;
- Exercising leadership responsibilities for the on-going operations of the McLean Hunt HOA;
- Chairing the meetings of the Board of Directors;
- Developing the agenda for periodic meetings of the McLean Hunt HOA Board of Directors
- Leading Hunt HOA meetings and gatherings;
- Representing the McLean Hunt HOA in meetings with other civic and HOA associations, community groups: and county government officials;
- Having co-signature authority for the various bank accounts holding McLean Hunt HOA funds;
- Serving as the reviewing official for contracts, purchase orders and other financial documents executed on behalf of the McLean Hunt HOA;

- Appointing, with Board approval, the chairperson of any standing or temporary committee;

### **3. Vice President of the McLean Hunt HOA is responsible for:**

- Assuming the responsibilities of the President of the McLean Hunt HOA should the President be absent from a meeting, resign his duties: or be dismissed from the office be a vote of the Board of Directors;
- Representing the Hunt HOA in meetings with other civic and HOA associations, community groups: and county government officials in instances where the President is unable to attend;
- Chairing the Architectural Review Committee and drafting correspondence resulting from the examination of homeowner requests for a Covenant Conformance review of proposed additions or modifications to homes and properties covered by the McLean Hunt HOA;
- Responding in writing to issues, suggestions, and complaints by members of the McLean Hunt Homeowners Association;
- Conducting periodic reviews and revisions of the By-Laws and Covenants. If changes are necessary, the VP will guide the board and community through the process of making changes (with the help of an attorney if necessary);
- Performing other duties as assigned by the Board or the President.

### **4. Secretary of the McLean HOA is responsible for:**

- Preparing draft and final versions of Hunt HOA Board meetings;
- Preparing periodic (quarterly) newsletters for the homeowners association;
- Managing an events calendar of any annual events and ensuring a schedule is maintained with specific dates looking out 6 months;
- Maintaining the official records of the Hunt HOA;
- Granting access to the Hunt records to members of the Association and to other authorized individuals as appropriate;
- Performing other duties as assigned by the Board or the President.

### **5. Treasurer of the McLean Hunt HOA is responsible for:**

- Managing the financial resources of the McLean Hunt HOA;
- Creating and proposing the annual budget for the McLean Hunt HOA;
- Executing contracts, purchase orders and other financial documents required for the good of the community;
- Collecting dues from the community members;
- Performing other duties as assigned by the Board or the President.

**6. Chief Technology Officer of the HOA is responsible for:**

- Maintaining the McLean Hunt website as webmaster: <https://mcleanhunt.net>;
- Maintaining the listserv for the Hunt: [hunt-list@mail-list.com](mailto:hunt-list@mail-list.com);
- Advising the Board on appropriate technology to enhance the experience of Hunt owners and residents;
- Performing other duties as may be assigned by the Board or the President.

**7. At Large – Homeowner Transitions:**

- Preparing the property transfer packages for homeowner sales;
- Ensuring a walk around inspection and letter for violations of the covenants;
- Ensuring new homeowner information is provided to the Secretary for updating the official records;
- Performing other duties as assigned by the Board or the President.

**8. At Large – Homeowner Events:**

- Ensuring we have appropriate volunteers for the main events of the HOA throughout the year;
- Would not have to run each event, but would be expected to be the coordinator for any board decisions about event location, activities, spending, and other concerns;
- Expected annual events are an Easter Egg Hunt, Picnic in September, and Annual Meeting in March/April. Other events have included an Open House to show home improvements and a coordinated garage sale;
- Performing other duties as assigned by the Board or the President.

**9. At Large – Grounds keeping:**

- Arrange and negotiate annual contracts for mowing of two parks and Lewinsville Entrance, and snow plowing of pipe-stems;
- Ensure proper maintenance of park fences and amenities (picnic tables, signs, basketball court, etc);
- Performing other duties as assigned by the Board or the President.

**10. At Large – Legal Advisor:**

- Ensure the HOA has the appropriate safeguards in place for a HOA of this size;
- Ensure a regular Audit of HOA policies and procedures (every 3-5 years);
- Ensure HOA has appropriate insurance;
- Provide advice on issues as they develop in the HOA normal course of business;
- Performing other duties as assigned by the Board or the President.

**11. At Large – Community Relations:**

- Ensure the HOA has representation at the Lewinsville Coalition and the McLean Citizens Association;
- Ensure a regular report to the board about community activities;
- Ensure HOA has appropriate relationships with representatives of the Drainsville District and McLean and that these representatives are aware of issues associated with the HOA;
- Performing other duties as assigned by the Board or the President.

**12. At Large – Neighborhood Watch:**

- Coordinate a neighborhood watch program if the HOA deems it appropriate;
- Report to the board on local crime and safety issues;
- Performing other duties as assigned by the Board or the President.

**13. At Large – Community Communications:**

- Work with the Secretary to establish appropriate community communications channels;
- Develop and maintain a website for the community to appropriately reflect information as determined by the board;
- Performing other duties as assigned by the Board or the President.