

## **OFFICER / BOARD MEMBER DUTY SUMMARY**

The Board manages the affairs of WOFPOA (a nonprofit corporation) in order to assist in the preservation of property values within the subdivision.

The Board endeavors to follow Texas Statutes as it fulfills its responsibilities to provide street lights in the subdivision, collect assessments, support the efforts of the Architectural Control Committee and enforce the WOFPOA Dedicatory Instruments without bias to individual preferences or personal friendships.

Board Members must maintain confidentiality concerning an individual's private affairs.

### **BOARD ACTIVITIES**

Participate in training sessions with the Research Assistant in order to understand and continue the WOFPOA Board's procedures and best practices compiled by the past Boards and to become familiar with the valuable resources in the Board Members notebook.

Make a drive-by observation of the neighborhood, at least monthly, to check for Deed Restriction violations.

Meet monthly, or as needed, to fulfill the Board's responsibilities.

### **BOARD DECISION MAKING**

No independent decisions are made on any matter related to the Association.

Before reaching a consensus on a matter, Board members need to meet to review specific portions of WOFPOA Governing Documents, related Texas Property Codes and Nonprofit Corporation Codes.

Board members seek legal counsel when clarification is needed concerning the wording of our Dedicatory Instruments or the application of Texas Statutes.

### **President**

- Sets meeting dates in time for Board Members to have input on the Agenda and then give property owners the 72-hour required notice for the meeting and its Agenda.
- Coordinate the efforts of the other officers as they carry out their responsibilities.

### **Vice-President**

- Preside at meetings in the absence of the President.
- Notate the messages left on the Association Voice Mail and distribute accordingly.
- Assist as needed with other duties related to Board business.

### **Secretary**

- Use the Agenda to take notes to be used in the preparation of the required minutes for the Board and Association Meetings.
- Check the Association e-mail daily using WOFPOA templates to respond to Title/Mortgage company requests, forward Requests for Building Approval to the ACC, communicate with Property Owners including emailing Board Meeting Notification.
- Maintain the official record of Property Ownership and use the WOFPOA template to send a "Welcome Letter" to new residents.
- Mail the required notifications for Association Meetings.
- Use the WOFPOA templates to send Violation Letters as approved by the Board and provide the Custodian of Records with copies of letters, ACC requests and approval letters, Violation letters and other documents the Association is required to retain.

### **Treasurer**

- Maintain the Association's financial records using Quick Books online and Excel forms
- Prepare Assessment Invoices, past due Invoices and Statements
- Provide the Secretary with the Property Owner account information needed by Title Companies, email the Secretary, Custodian of Records and Research Assistant about new ownership information when a Transfer Fee is received.
- Keep the Board informed and follow the Board's input concerning Association finances.
- Assemble the documents needed for quarterly Audits as required in the By-Law Amendment.