

TWIN LAKES ESTATES HOA BOARD OF DIRECTORS: RESPONSIBILITIES AND DUTIES

The Board of Directors of Twin Lakes Estates Homeowners Association consists of five members. Each of the five is responsible for different aspects of the HOA:

PRESIDENT The president's responsibilities focus on overseeing the functioning of the association and decision-making. He or she must understand the Association's governing documents, the bylaws, and the Florida statutes in order to have all the insights required to make well-informed decisions.

- Presides over and runs the meetings
- Schedules Executive Committee meetings and BOD meetings
- Serves as Chairman of the Executive Committee
- Has oversight of all assigned committees
- Oversees the Reserve Study

VICE-PRESIDENT The vice-president works closely with the president and takes over that role when the president isn't present or cannot perform their duties. For that reason, their knowledge of bylaws, regulations, and the workings of an association should match those of the president.

- Acts on behalf of the president when the president is unavailable
- Serves as the BOD liaison to the Architectural Control Committee
- Serves as the BOD liaison to the Maintenance Committee

SECRETARY The HOA secretary handles all the documentation within the association. This includes managing all the HOAs documents, communicating with other board members and the residents, updating records, submitting forms, and managing the legal paperwork.

- Oversees the HOA's documents and records.
- BOD liaison to the Communications Committee
- Facilitates communication between Secretary, Treasurer, and Communications Committee Chairperson

- Records and publishes the minutes of the BOD meetings

TREASURER The HOA treasurer handles the association's money and financial matters. As part of their job, the treasurer will also monitor how the funds are being handled in the HOA. In addition, they will maintain financial records, conduct regular audits of the finances, and create the HOA's annual budget. The Association's laptop and printer will be in the possession of the treasurer.

- Oversees the association's financial matters
- Receives and pays the bills
- Prepares the annual budget
- Manages the financial records; this includes preparing a monthly financial report
- Generates the invoice for the annual assessment; collects and records payments
- Receives the New Resident applications
- Responds to the Estoppel Requests from closing agents
- Serves as the Election Committee Chair
- Keeps a Legal List of Owners

MEMBER-AT-LARGE/DIRECTOR #1

- BOD Liaison for the Social Events Committee

MEMBER-AT-LARGE/DIRECTOR #2

- Serves as a BOD Second or Support Liaison for any of the Primary Liaisons