

# The Knolls Property Owners Association

## Volunteer Position Descriptions

### 2025 – 2026 Term

#### **Position Title: POA Board Member**

**Type:** Volunteer. Elected by a simple majority vote of property owners at the Annual Meeting.

**Term:** Staggered one- and two-year terms (July–June). No term limits.

**Reports To:** Property owners

#### **Position Summary:**

POA Board Members are essential to the leadership and direction of the community. Together, they help shape policies, manage resources, and uphold the association's governing documents. Board Members work collaboratively to protect property values, foster transparency, and enhance quality of life for all residents.

#### **Key Responsibilities:**

- **Governance:** Participate in decision-making related to policies, rules enforcement, and adherence to bylaws and CC&Rs.
- **Financial Oversight:** Review and approve budgets, financial reports, and expenditures to support responsible financial management.
- **Community Advocacy:** Represent the interests of fellow property owners and respond to community feedback.
- **Meetings:** Attend regular and special board meetings; vote on motions and engage in strategic discussions.
- **Vendor Oversight:** Help evaluate and approve vendor contracts for community services (e.g., landscaping, maintenance).
- **Committee Involvement:** Serve on or support board committees as needed.
- **Communication:** Help communicate updates and board actions to the community.

#### **Preferred Qualifications:**

- Willingness to collaborate and engage constructively
  - Commitment to fairness and transparency
  - Basic understanding of POA operations or desire to learn
  - Availability to attend meetings and fulfill board responsibilities
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## **Position Title: POA President**

**Type:** Volunteer Board Officer. Elected annually by a majority vote of the Board (July 1).

**Term:** One-year term, renewable. No term limits.

**Reports To:** Board and property owners

### **Position Summary:**

The POA President serves as the association's primary leader and spokesperson, presiding over meetings, guiding board initiatives, and ensuring compliance with legal and governing standards. The President works to foster a strong sense of community and provide leadership that supports transparency, accountability, and positive engagement.

### **Key Responsibilities:**

- Preside over board and member meetings; maintain order and adherence to agenda
- Collaborate with the board to set goals, policies, and priorities
- Serve as the primary liaison to property owners, vendors, and external entities
- Sign contracts and legal documents on behalf of the association
- Support the Treasurer in budget development and reserve planning
- Encourage community engagement and volunteer participation
- Ensure board decisions are implemented and followed through
- Represent the association professionally and confidentially

### **Qualifications:**

- Must be a board member and property owner in good standing
  - Strong leadership, organizational, and communication skills
  - Familiarity with POA governance and applicable laws (preferred)
  - Ability to delegate and resolve conflicts diplomatically
  - Community-first, service-oriented mindset
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## **Position Title: POA Vice President**

**Type:** Volunteer Board Officer. Elected annually by a majority vote of the Board (July 1).

**Term:** One-year term, renewable. No term limits.

**Reports To:** Board and property owners

### **Position Summary:**

The Vice President supports the President and steps in when the President is unavailable. The role includes assisting with leadership duties, facilitating board functions, and supporting committees and initiatives to advance the association's goals.

**Key Responsibilities:**

- Act on behalf of the President when needed
- Assist in implementing board decisions and managing day-to-day operations
- Lead or support standing or ad hoc committees
- Coordinate with vendors and contractors as needed
- Help prepare meeting agendas and reports
- Promote collaboration within the board and with homeowners
- Conduct association business professionally and confidentially

**Qualifications:**

- Must be a board member and property owner in good standing
  - Leadership and communication skills
  - Familiarity with POA governance (preferred)
  - Willingness to take initiative and support board functions
  - Community-minded and service-oriented approach
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**Position Title: POA Treasurer**

**Type:** Volunteer Board Officer. Elected annually by a majority vote of the Board (July 1).

**Term:** One-year term, renewable. No term limits.

**Reports To:** Board and property owners

**Position Summary:**

The Treasurer oversees the financial health of the POA, managing budgets, records, and reporting. This role requires attention to detail, fiscal responsibility, and a commitment to transparency and accuracy.

**Key Responsibilities:**

- Maintain and monitor financial records, including income, expenses, and reserves
- Prepare annual budget in collaboration with the board and financial partners
- Present regular financial updates at board meetings
- Oversee collections and disbursements; ensure proper documentation
- Coordinate audits or financial reviews as needed
- Maintain internal controls to safeguard POA funds
- Ensure compliance with laws, bylaws, and IRS regulations
- Collaborate with the board, accounting firm, and vendors

**Preferred Qualifications:**

- Background in accounting, finance, or business (preferred)
- Must be a board member and property owner in good standing

- High integrity and attention to detail
  - Familiarity with POA financial practices (preferred)
  - Stewardship mindset and service-driven leadership
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### **Position Title: POA Secretary**

**Type:** Volunteer Board Officer. Elected annually by a majority vote of the Board (July 1).

**Term:** One-year term, renewable. No term limits.

**Reports To:** Board and property owners

#### **Position Summary:**

The Secretary serves as the official record keeper for the POA, responsible for documentation, notices, and maintaining association records. This role ensures transparency, legal compliance, and organized communication within the association.

#### **Key Responsibilities:**

- Prepare and distribute meeting agendas and official notices
- Record and archive accurate meeting minutes
- Maintain official records, including governing documents and voting history
- Ensure compliance with document retention and filing requirements
- Sign and authenticate association documents when needed
- Respond to member information requests per POA policy
- Update and manage association website and/or social media

#### **Preferred Qualifications:**

- Strong written communication and organizational skills
  - Must be a board member and property owner in good standing
  - Familiarity with POA requirements and procedures
  - Discretion with sensitive information
  - Collaborative and service-minded approach
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### **Position Title: ACC / ARC Committee Chair (Architectural Review)**

**Type:** Volunteer. Appointed by the POA Board.

**Term:** Serves at the discretion of the Board.

**Reports To:** POA President

#### **Position Summary:**

The Architectural Review Chair leads the committee responsible for reviewing proposed construction or changes to home exteriors. The role helps maintain the community's visual

standards, supports property values, and ensures compliance with the POA's architectural guidelines.

**Key Responsibilities:**

- Oversee review of all architectural change applications
- Facilitate committee meetings and build consensus
- Communicate decisions and provide guidance to homeowners
- Ensure approved changes are implemented as submitted
- Inspect properties when needed for compliance
- Maintain accurate records of applications and decisions
- Report to the Board and make formal recommendations
- Help review and propose updates to architectural guidelines
- Maintain updated plot maps on the association website

**Preferred Qualifications:**

- Knowledge of architectural/design standards or construction (helpful)
- Strong organizational and communication skills
- Fairness, confidentiality, and professionalism
- Collaborative and service-oriented mindset

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**Position Title: ACC Committee Chair (Streets & Common Areas)**

**Type:** Volunteer. Appointed by the POA Board.

**Term:** Serves at the discretion of the Board.

**Reports To:** POA President

**Position Summary:**

This role leads efforts to ensure that streets and common areas are well-maintained and visually consistent with community standards. The Chair provides oversight, identifies maintenance needs, and works with the board to keep shared spaces functional and appealing.

**Key Responsibilities:**

- Monitor and report on conditions of streets, signage, and landscaped areas
- Help coordinate maintenance, landscaping, and repair efforts
- Gather quotes and coordinate with vendors for repairs or improvements
- Ensure compliance with POA maintenance guidelines and CC&Rs
- Address violations related to common areas or erosion
- Conduct regular inspections
- Maintain documentation of activities and recommendations
- Provide updates to the Board, including budget considerations

**Preferred Qualifications:**

- Familiarity with street maintenance, landscaping, or infrastructure (preferred)
- Organizational and recordkeeping skills
- Ability to build consensus and solve problems proactively
- Professionalism, confidentiality, and a service mindset