

Duties of GFHA Board Members

President

- Organize and direct Committees

Vice President

- Special Projects

Secretary

- Minutes of all HOA meetings
- Organize Annual Meeting
- Collect new homeowner information
- Keep Neighborhood Directory up to date
- Maintain HOA website
- Newsletters and other communications

Treasurer

- Send out notices, collect and deposit HOA dues
- Handle banking
- Get mail
- Pay invoices/bills
- Pay insurance twice annually (common area and BOD liability policies)
- Collect payment (\$50) for and issue Resale Certificates and other document for home sale closings
- Prepare annual working budgets and proposed budgets
- Track all spending
- File as Registered Agent of GFHA with TX Secretary of State upon assuming office
- File IRS Form 1120-H by March 15