

**Preliminary Draft – 12-12-06:**

Duties for Farmington Meadows Homeowners' Association Officers and Board of Directors:

**President: (Bob)**

1. Take responsibility for, and oversee the overall operation of the association's affairs and all its assets.
2. Establish a focus and direction for the board and the association to add value and benefit to association membership.
3. Prepare agenda and preside over meetings.
4. Respond to complaints as needed.
5. Act as a point of contact when major repair work is needed any association asset.
6. Oversee items related to the FMHA facilities and grounds.
7. Oversee completion of projects and events related to FMHA.
8. Notify board members of monthly meetings.
9. Organize and help with social events in the neighborhood.
10. Help and assist other board members as needed.

**Vice President: (Rick)**

1. Acts in place of the President in event of his/her absence or inability to perform his/her associated duties.
2. Responsible for all pool operations and pool maintenance.
3. Act as spokesman at City hall when necessary.
4. Serve on audit committee.
5. Help and assist other board members as needed
6. Oversee bids for repairs as needed.
7. Responsible for updating signage as needed.
8. Purchase supplies for pool as needed.
9. Organize and help with social events in the neighborhood.
10. Help and assist other board members as needed.

**Treasurer: (Tom)**

1. Prepare, monitor and adjust budget for the association.
2. Oversee budget and update status on financial affairs as requested.
3. Pay all bills in timely manner.
4. Pick up FMHA mail twice weekly at post office and maintain mail as needed
5. Send out dues invoices twice yearly, including reminder invoices.
6. Handle payroll as needed.
7. Handle realtor calls requesting status of dues for people buying a home in the neighborhood.
8. Act as contact person regarding insurance matters.
9. Oversee and file pertinent payroll tax forms, FMHA tax form and corporation forms on time.
11. Organize and help with social events in the neighborhood.
10. Help and assist other board members as needed.

**Secretary: (Open – Kelly acting)**

1. Take and transcribe minutes and votes at monthly and other meetings as scheduled.
2. Oversee all bylaws, pool, clubhouse, tennis courts, and ground rules. Maintain an electronic copy.
3. Oversee the proximity card reader system.
4. Report vandalism to police department and file police reports.
5. Organize and help with social events in the neighborhood.
6. Help and assist other board members as needed.

**Director Number 1: (Kelly)**

1. Oversee clubhouse, pavilion and/or pool rentals.
2. Purchase supplies for the clubhouse as needed.
3. Oversee clubhouse maintenance and cleaning.
4. Organize and help with social events in the neighborhood.
5. Help and assist other board members as needed.

**Director Number 2: (Eric)**

1. Oversee grounds upkeep and lawn care services.
2. Act as contact person for termite contract related matters. Obtain new bids when necessary.

3. Maintain playground equipment.
4. Responsible for all tennis court issues and maintenance.
5. Organize and help with social events in the neighborhood.
6. Help and assist other board members as needed.

**Director Number 3: (Nick)**

1. Act as a liaison and oversee activities of precinct captains.
2. Oversee welcoming of new neighbors.
3. Organize and help with social events in the neighborhood.
4. Help and assist other board members as needed.

**Director Number 4: (Chuck)**

1. Develop, publish and distribute neighborhood newsletter.
2. Develop, publish and distribute neighborhood directory.
3. Maintain and update the association's website.
4. Organize and help with social events in the neighborhood.
5. Help and assist other board members as needed.