

Summary of Duties Willow Springs Board of Directors

The Willow Springs Homeowners Association Board of Directors is made up of five members. Three of these members are officers (President, Secretary and Treasurer). The remaining two members are voting members with duties assigned by mutual agreement of the Board.

President

- 1) Thorough knowledge of the Covenants, Conditions and Restrictions (CC&R), By-Laws, Rules and Regulations (R&R) and Amendments.
- 2) Willingness to confront residents when it is deemed necessary to enforce Covenants, CC&R, By-Laws, R&R and Amendments. Ability to communicate requirements and resolutions with the homeowners and other board members and seek legal support as necessary.
- 3) Calls for votes and identifies passed/failed measures and agreements.
- 4) Thorough knowledge of residents address listing, points of contact, homes being rented, HOA vendors, requirements for grounds, pool, tennis court and clubhouse maintenance.
- 5) Responsible for obtaining and reviewing lease/rental agreements.
- 6) Sets meeting dates and compiles the meeting agenda with Board member input.
- 7) Organizes the annual meeting with the Board and residents and conducts the meeting.
- 8) Understands the requirements and priorities for development of the proposed annual budgets.
- 9) Reviews, audits and files reports produced by the Treasurer.

Secretary

- 1) Captures the minutes during board meetings.
- 2) Prepares and distributes fliers/newsletters such as: Nominations fliers, ballots, monthly newsletters with input from the board.
- 3) Provides minutes of previous board meetings for review and approval of the board.
- 4) Contributes to maintenance of community address list (required for sending out notices, voting information, etc.)

Treasurer

- 1) Retrieves residents payments from mailbox/lock-box, records payments in computer-based accounting application.
- 2) Ensures all HOA expenses are paid after invoices are approved to include payments to vendors, utilities, insurance, etc.
- 3) Communicates with residents regarding amounts paid or owed.
- 4) Files yearly 1099's and produces or contributes to HOA tax return if necessary.
- 5) Manages HOA online bank account and makes regular deposits, keeping deposit receipts and proof of payments received.
- 6) Maintains the Treasurers records including the spreadsheet of monthly budget expenditures, yearly checkbook, and residents list of addresses. Makes frequent backups of all important files in the HOA Google Shared Drive.
- 7) Produces reports of balance status, expenditures and budget summary for regular Board meetings.
- 8) Must be proficient with Microsoft Windows OS and have experience with or ability to learn accounting software (Quickbooks), Microsoft Excel, Gmail and the Google Shared Drive.

Additional Duties to be assigned:

Pool Maintenance - Coordinates with pool management company to ensure contract is executed. Describes maintenance status of the Pool and Pump House to the Board at regular meetings and as otherwise necessary and relays information from management company. Alerts the Board to situations where additional or unusual expenses may be incurred. Maintains awareness of the working condition of the pump house, lights, gates, filler and skimmers. Maintains awareness of the condition of posted signs, accessibility of rescue devices, surrounding wall, condition of the deck and furniture, and the presence of garbage, debris or other dangerous or unsightly items that should be removed from the pool area. The responsible board member may personally perform some work to maintain the pool and pool area, or coordinate with other volunteers or paid contractors to perform work required by the board as necessary.

Grounds Maintenance – Communicates with Lawn Care and Weed Control vendor. Maintains awareness of the proper working condition of sprinkler systems and initiates repair when necessary. Recommends improvements to enhance beauty of the common grounds and islands. The responsible board member may personally perform some work to maintain the grounds, or coordinate with other volunteers or paid contractors to perform work required by the board as necessary.

Tennis Courts Maintenance – Coordinates with Lawn Care vendor to blow away leaves and other debris from the courts. Provides access to push-broom to allow residents to prepare the surface for play. Inspects the condition of the court surface to recommend cleaning or repair when necessary. Maintains awareness of the working condition of the lights, gate, fence, and net. The responsible board member may personally perform some work to maintain the tennis courts, or coordinate with other volunteers or paid contractors to perform work required by the board as necessary.

Clubhouse Maintenance – Works with the contracted Clubhouse Reservationist to ensure that the Clubhouse condition remains good at all times. Coordinates with the Board when repairs or improvements are required. Coordinates with the board to review and/or update the Reservationists contract when deemed necessary. The responsible board member may personally perform some work to maintain the Clubhouse, or coordinate with other volunteers or paid contractors to perform work required by the board as necessary.

Electronic Lock and Keycard Maintenance – Maintains the database of residents programmed keycards providing access to the Pool and Tennis courts using specialized computer software and a USB cable to directly interface directly with the electronic locks to download access logs and upload resident access changes to the gates. The responsible board member will contact a vendor to perform work on the electronic locks if the locks malfunction and the problem can not be solved by replacing batteries or uploading data.

Maintenance of Signed Resident Records for Keycards and Bathroom Keys – Communicates with new residents to obtain a signed written statement acknowledging residents responsibilities regarding receipt of the Pool and Tennis Courts electronic Keycard and Pool bathroom key. Maintains the records of all signed keycard statements of all residents

HOA Website Maintenance – Makes regular updates of the HOA website using the 3rd party tool “Wix” to post meeting minutes, updates to CC&R, R&R, By-Laws and Amendments, Treasurers Reports and Budget Reports. The responsible board member may also post news or other information for the benefit of the Willow Springs residents to the WSHA website or by request of the board.