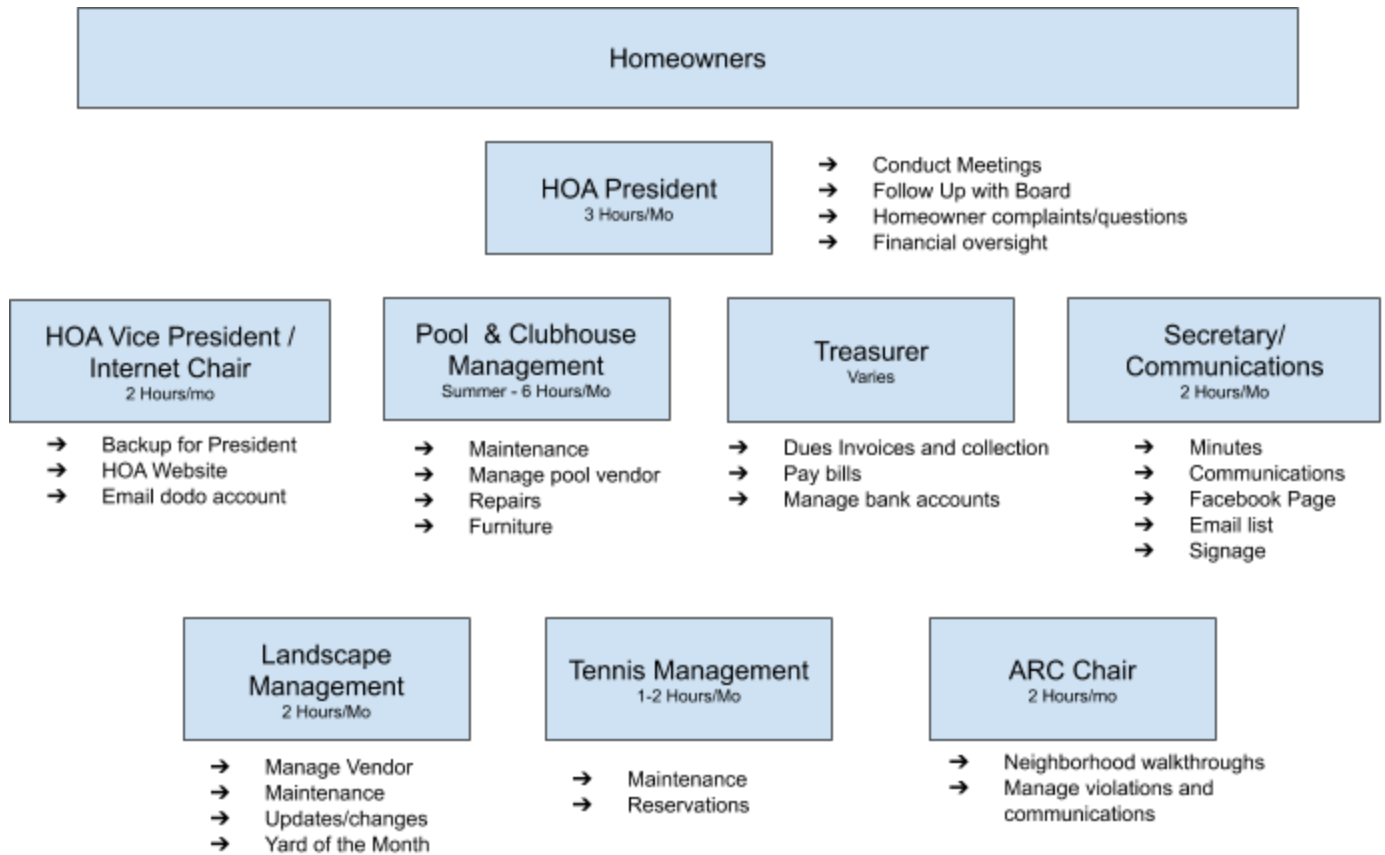


Wyndcliff Board Members

This document gives you an idea of the kinds of responsibilities of the board members. Exact responsibilities vary based on the makeup of each board and the individual talents of the members!



Example Roles and Responsibilities

Board Role	Est. Monthly Hours	Voting Board Member?	Responsibilities
President	3	Yes	<ul style="list-style-type: none"> Attend Board Meetings Lead the board Schedule and lead board meetings Follow-Up on board member deliverables in between meetings

			<ul style="list-style-type: none"> • Second signature and backup on financial accounts • Interface with homeowners and respond to questions • Knowledge of bylaws and ensure compliance • Annual contract with the garbage pickup service
Vice President - Internet Committee Chair	2	Yes	<ul style="list-style-type: none"> • Attend Board Meetings • Backup to the President • Lead meetings and follow up when the President is absent • Manages the HOA Website • Manages the HOA board email dodo account
Architectural Review Committee Chair	2	Yes	<ul style="list-style-type: none"> • Attend Board Meetings • Leads the Architectural Review Committee (ARC) • Conducts ARC reviews of the neighborhood at least 3 times per year • Ensures violation notices are sent out • Follows up on violations not corrected • Responds to homeowner questions on ARC • Recommends legal action to the Board to address issues that are not resolved
Treasurer *Position receives dues reimbursement	Jan -4 Hrs Feb - April 8 Hrs/Mo May - Dec 4 Hrs/Mo	Yes	<ul style="list-style-type: none"> • Attend board meetings • Manage financial accounts • Signature on bank accounts • Pay bills • Document annual budget for board and homeowner review and approval • Create and deliver dues invoices • Receive and deposit dues payments • Recommend action to board for unpaid dues • Work with HOA law firm for dues collection issues • Generate closing letters for home sales • Reimburse expenses • Check PO box regularly
Pool and Clubhouse Management	Summer- 6 Hrs/Mo	Yes	<ul style="list-style-type: none"> • Attend Board Meetings • Manage the pool management vendor

*Position receives dues reimbursement	Rest of year - 1-2 Hrs/Mo		<ul style="list-style-type: none"> ○ Contract ○ Bi-weekly cleanings ● Set up pool and get ready for season ● Close pool for winter and store items ● Ensure pool and clubhouse is maintained ● Manage volunteers to prep the pool area each night during the summer ● Purchase new pool furniture as needed ● Manage cleaning vendor for clubhouse ● Manage vendors to update/repair clubhouse ● Manage clubhouse usage and rental by homeowners
Secretary and Communications	2	Yes	<ul style="list-style-type: none"> ● Attend Board Meetings ● Document and publish minutes from meetings ● Draft and distribute any neighborhood general communications ● Manage the Sign at front of neighborhood ● Manage Facebook group ● Document updates for the website and facebook page ● Maintain neighborhood email list
Tennis Management	1-2	Yes	<ul style="list-style-type: none"> ● Attend Board Meetings ● Manage tennis court usage and rental by homeowners ● Ensure Tennis Courts are maintained and manage vendor for any maintenance/updates
Landscape Management	2	Yes	<ul style="list-style-type: none"> ● Attend Board Meetings ● Manage the landscape vendor <ul style="list-style-type: none"> ○ Contract ○ Year- round landscaping maintenance ● Manage any changes to landscape design ● Yard of the Month award
Welcome Committee	3-4	No	Visit any new neighborhood members and provide information and a warm welcome
Social Committee Chair	3-4	No	Party Planning / Event Planning for neighborhood social events