**President:**

1. Presides at all meetings of the board and the membership.
2. Will execute contracts, orders and other documents in the name of the association as its agent. When signing documents, the president should indicate the capacity in which he or she is signing in order to avoid any personal liability since the president’s signature, under most circumstances, will bind the association under a doctrine of inherent powers.
3. Assumes general charge of the day-to-day administration of the association and has the authority to order specific actions in furtherance of the board’s policies.
4. Serves as spokesman for the board of directors in most matters relating to general association business. Like all officers of the association, the president has an affirmative duty to carry out the responsibilities of the office in the best interests of the association.
5. Unless otherwise specified in governing documents, the president serves at the will of the board of directors and can be removed with or without cause at any time by a majority of the full board.
6. **Sixteen (16) days prior** to a Board/Homeowner meeting send an e-mail to the Secretary with suggested **Agenda topics**.
7. E-Mail:
8. Will **check HOA e-mail at least once every other day and respond to e-mail or voice mail messages the same day.** If necessary contact other Board members if the e-mail or voice mail requires a response from another Board member.
9. **Copy all Board members on any e-mails sent, use the e-mail address board@hartsvillage3.org**

Revised: 04/12/18

**Vice President:**

1. The vice-president is vested with all the powers which are required to perform the duties of the association president in the absence of the president.
2. The vice president does not automatically possess inherent powers to act in the capacity of the chief executive officer, and may act for the president only when the president is actually absent or otherwise unable to act.
3. May assume such additional duties as are defined by the board of directors. Often, the vice-president will chair one or more substantive committees like that of architectural review.
4. E-Mail:
5. Will **check HOA e-mail at least once every other day and respond to e-mail or voice mail messages the same day.** If necessary contact other Board members if the e-mail or voice mail requires a response from another Board member.
6. **Copy all Board members on any e-mails sent, use the e-mail address board@hartsvillage3**.org

Revised: 04/12/18

**Secretary:**

1. **Agenda:**
2. **Fourteen (14) days prior** to a Board/Homeowner meeting send an e-mail to the Board requesting suggested **Agenda topics** be e-mailed to the Secretary **within two (2) days**.  (This does not preclude Board Members from e-mailing suggested topics to the Secretary *prior to* the aforementioned fourteen days.)
3. **Seven (7) days prior** to a Board/Homeowner meeting e-mail the **FIRST draft Agenda** to all Board Members requesting that they review same and respond with any comments and/or needed edits **within two (2) days.**
4. **Four (4) days** **prior** to a Board/Homeowner meeting e-mail the FINAL Agenda to all Board Members for their pre-meeting preparations.  **THIS FINAL (PDF) AGENDA SHALL BE POSTED TO THE HOA WEBSITE THE SAME DAY** (drafts of the agenda shall not be posted to the website whatsoever).
5. Agenda items that were tabled at the last Board meeting shall be included on the next meeting agenda under **"Unfinished Business."**
6. Agenda items that were not discussed at the last Board meeting shall be included on the next meeting agenda wherever they were listed on the last meeting agenda – that is, under either **"Unfinished Business"** or **"New Business."**
7. **Minutes:**
8. **Seven (7) days** **after** a Board/Homeowner meeting e-mail the **FIRST draft of** meeting minutes from the last meeting requesting that the Board review same and respond with any comments and/or needed edits **within two (2) days** – that is, if a first draft has not already been sent by that time.
9. **Fourteen (14) days** **after** a Board/Homeowner meeting e-mail the **SECOND draft** of Board/Homeowner minutes from the last meeting – which shall include edits made per any comments or suggestions made by the Board – requesting that the Board review the new draft and respond with any comments and/or needed edits **within two (2) days.**
10. **Four (4) days prior to a Board/Homeowner meeting** e-mail to the Board the FINAL draft of Board/Homeowner minutes from the last meeting – which shall include additional edits made, if any – advising the Board that the final draft is the version of the minutes that will be presented for approval at the next Board meeting (drafts of the minutes shall not be posted to the website whatsoever).
11. At the next Board meeting, the Secretary shall present the **FINAL draft of Board/Homeowner minutes** which were e-mailed to the Board for its approval at the Board meeting by reading the minutes aloud. **THIS FINAL (PDF) OF THE MINUTES SHALL BE POSTED TO THE HOA WEBSITE ONLY AFTER THE BOARD APPROVES THEM.**
12. **E-mail:**
13. Will **check HOA e-mail at least once every other day and respond to e-mail or voice mail messages the same day.**
14. **Copy all Board members on any e-mails sent, use the e-mail address board@hartsvillage3.org**

Revised: 04/12/18

**Treasurer:**

Pursuant to the *By-Laws* and the *Covenants, Conditions and Restrictions* of the Hartsfield Village III Homeowners Association (“HOA”), the following bookkeeping procedures will be followed by the HOA Board of Directors (“Board”):

It is the responsibility of the Treasurer to check the HOA post office box; record transactions in the electronic **“HOA Check Register”** file; make revenue deposits; pay invoices; address envelopes; provide signed checks, envelopes, and give check to the President or Vice President who are the designated second signer pursuant to the *By-Laws*. It is the second signer’s responsibility to confirm invoices and checks match. Invoice HOA homeowners for HOA dues, late fees, and HOA violation fees.

1. **Recording Collection of Revenue Paid to HOA:**
2. Shall check the HOA post office box weekly for receipt of revenue.
3. Revenue shall be recorded in the electronic **“HOA Check Register”** file as they are received to include check amount, check number, and description of payment.
4. Upon deposit of revenue, the **“HOA Check Register”** file shall be update to include the date of deposit, and total amount deposited
5. Update the **“HOA Fees”** file with any payments made by the homeowner or title company.
6. Shall deposit HOA revenue into the HOA bank account weekly or by the close of business on the following Friday, whichever is sooner.
7. **Receipt and Payment of Invoices Directed to HOA:**
8. Treasurer is responsible for receipt and payment of invoices directed to the HOA and shall do the following:
	1. Check the HOA post office box weekly for receipt of any invoice.
	2. Record invoice in the electronic **“HOA Check Register”** file and HOA check book immediately upon payment of same to include name of invoicing company or individual, description of services, date received, invoice number, and amount due.
	3. Issue corresponding check and sign same on the first signature line.
	4. Stamp and address envelope to invoicing company or individual, including the HOA return address in upper-left corner.
	5. Provide the original invoice and the partially-executed check within four (4) days of receiving the invoice to the President or Vice President for signature (designated second signer pursuant to HOA *By-Laws*.)
	6. Mail check, within three (3) after the President or Vice President has signed it.
9. The President or Vice President, as second signer, shall do the following:
10. Verify the information that was entered on the HOA check is the same as amount of the invoice and the name of invoicing company or individual.
11. Sign check on the second signature line.
12. **HOA Bank Statement Reconciliation:**
13. Bank statements shall be mailed to the HOA’s official post office box.
14. Once bank statement has been received the Treasurer shall reconcile the bank statement against the electronic **“HOA Check Register”** filewithin three (3) business days of date bank statement was received.
15. Any discrepancies shall be corrected by Treasurer who shall notify President or Vice President of same within 48 hours.
16. Quarterly the President or Vice President shall reconcile the bank statements against the electronic **“HOA Check Register”** file, notify Treasurer of any discrepancies, and return the bank statements and electronic **“HOA Check Register”** file to Treasurer within three (3) business days of receipt from Treasurer.
17. Any discrepancies shall be corrected by Treasurer within 48 hours of notification of same.
18. **Invoice HOA Homeowners and Title Companies:**
19. Invoice HOA homeowners for annual HOA dues including late notices and late fees.
20. When notified by the President or Vice President of HOA homeowner violations, invoice the HOA homeowners for the violation and update the **“HOA Fees”** file.
21. E-mail Estoppel letters with invoice to title companies requesting Estoppel letters within three (3) business days of receipt of Estoppel request and update the **“HOA Fees”** file.
22. **Treasurer’s Report:**
23. E-mail the **Monthly Treasurer’s Report** to Board four (4) days prior to the next Board/Homeowner meeting and **THIS  (PDF) TREASURER’S REPORT SHALL BE POSTED TO THE HOA WEBSITE THE SAME DAY**.
24. E-mail the **Annual Treasurer’s Report** to Board by December twenty (20th) and **THIS  (PDF) TREASURER’S REPORT SHALL BE POSTED TO THE HOA WEBSITE THE SAME DAY**.
25. **E-mail:**
26. Will **check HOA e-mail at least once every other day and respond to e-mail or voice mail messages the same day.**
27. **Copy all Board members on any e-mails sent, use the e-mail address board@hartsvillage3.org**

Revised: 04/12/18

**Member At Large:**

1. Participates as a member of the Board of Directors attending monthly Board meetings and special meetings as scheduled.
2. Represents the general membership on issues of interest or concern at Board meetings.
3. Meets with contractors to get bids for HOA projects and presents findings to the Board.
4. Manages approved projects by overseeing contractors work in addition to working with HOA volunteers on neighborhood projects.
5. Meets regularly with City of Tallahassee police and code enforcement about HOA concerns.
6. Responsible for enforcing Towing, Trashcan, and Littering/Dumping violations.
	1. Notifies the assigned HOA towing company of any **Parking violations.**
	2. Notifies homeowner of the **Trashcan violation** by placing sticker on trashcan, and sends the Board an e-mail with a picture of the violation along with the street address, date, and time of the violation.
	3. Sends the Board an e-mail with a picture of the **Littering/Dumping violation** along with the street address, date, and time of the violation.
7. E-mail:
8. Will **check HOA e-mail at least once every other day and respond to e-mail or voice mail messages the same day.**
9. **Copy all Board members on any e-mails sent, use the e-mail address board@hartsvillage3.org**

Revised: 04/12/18