**HOA Board Member Duties**

To be effective, a homeowners’ association needs a strong board of directors that understands its roles and pursues them with a concise mission in mind. This association’s purpose is to promote a sense of community and protect the neighborhood’s value.

Board members are responsible for enforcing by-laws and are also responsible for action against residents who violate the rules of the association which can be found at our website; mackinleysmill.com.

Please contact [secretary@mackinleysmill.com](mailto:secretary@mackinleysmill.com) if you are interested in running for a board seat and having your name placed on the ballot. You may also nominate candidates for the board from the floor at the annual meeting on June 5, 2018, 6:00 p.m. at the Oviedo Library community room, 310 N. Division St. The election of board members will occur at this meeting.

PRESIDENT-

**Will be** present at and conduct all meetings of the Board of Directors. **Will serve** as spokesperson for the association in business matters and signs/executes contracts approved by the board. The president takes charge of day-to-day actions of the association to ensure all business is completed in a timely manner and in the best interests of the community. The president is responsible for communicating with other board members to create meeting agendas and will take over all duties of the treasurer when absent. **Will** co-sign checks and promissory notes, leases, deeds mortgages and other written instruments. **Will** find outside vendors to maintain, clean and landscape the common areas.

VICE-PRESIDENT

**Will assume** presidential duties in the absence of the president. **Will also assume** additional duties assigned by the board often including overseeing the care and maintenance of common grounds, roads, sidewalks, signage, irrigation and recreational areas.

SECRETARY

Prepares, posts notices and agendas for all meetings of the board. Keeps accurate records for the association. Keeps a log of meeting discussions, types up meeting minutes to be approved at the next meeting.

**Will be** responsible for ensuring access to association records by homeowners and other authorized agents. **Will keep** a database of neighborhood contacts and creates/sends CCR violation letters, newsletters, neighborhood notifications/flyers/emails. Serves as board contact for residents to communicate concerns or suggestions.

Currently maintains community Facebook page and website.

TREASURER

Custodian of the funds, securities and financial records of the association. Develops and presents the proposed annual budget, as well as the annual financial report. Sends out the annual dues statements. Collects dues from homeowners, manages association finances and payments on board approved expenditures. Currently handles all legal activity and fees payments. Serves as a contact for home sales and conveys necessary documents to agents/buyers and other involved parties.

ASSISTANT SECRETARY

May keep meeting minutes if directed by the secretary or the president.

**CODE OF CONDUCT FOR MacKinley’s Mill HOA BOARD MEMBERS**

Members of the board should act with care and responsibility, maintaining respect and concern for all residents. This will also include board members and residents refraining from using cell phones during the quarterly meetings unless directed by a board member to conduct HOA business.