

Piedmont Hills Homeowners' Association Board Duties and Responsibilities

President

The president will:

- schedule, conduct, board meetings ensuring these meetings are open to the public.
- plan, schedule and advertise community meetings, making meetings open to the public.
- serve as adhesive for the board.
- ensure signs are made advertising meetings.
- serve as key point of contact for residents handling questions/concerns.
- delegate duties to other board members as necessary.
- ensure Home Owners Association has insurance and research new options.
- ensure Home Owners Association is registered with DPOR.
- renew corporation papers.
- pick up HOA mail from post office and mailbox in front of neighborhood and disperse.

Vice President

The Vice President will assist president in all duties and complete duties as assigned by President.

Treasurer

The Treasurer will:

- send out semi annual assessments.
- present budget based on board inputs.
- timely pay invoices as directed by the board.
- send out late notices.
- maintain financial statements.
- prepare and present financial reports at semi annual meetings.
- notify board of delinquency notices.
- maintain up to date home owner address database.
- maintain and distribute disclosure packets.

Secretary

The Secretary will:

- attend board and community meetings.
- draft minutes of meetings.
- maintain and distribute board minutes.
- ensure current board decisions are posted to community website.
- send correspondence as directed by board.
- perform all other duties as assigned.

ACC Chairman

The ACC Chairman will:

- ensure compliance of covenants as found in by laws.
- follow up on any complaints from property owners.
- follow up on any violations.
- file liens, as explained in the ACC Procedures Training Guide.
- receive and approve/deny request of modifications by homeowners.

**** All members need to give info for website to Webmaster. Secretary must submit notes from each HOA monthly meeting to Webmaster to post on website. Treasurer submits updated budget reports to Webmaster to be posted on website.***