

# Hunt Club Sub HOA

## Roles & Responsibilities

**Executive officers: The Executive Officers of the Association are the President, Vice President, Secretary, and Treasurer.**

### **President**

The board president is the chief executive officer of the Association. The president is an ex officio member of all committees.

Responsibilities include:

- Run all board meetings (including meeting agenda).
- Carry out contracts, orders, and documents on behalf of the association.
- Daily administration of the association.
- Communication and handling of general disputes including conformance to the rules and regulations of the HOA (including escalation as necessary - i.e., legal, the city or insurance provider).
- Assess the needs and resources of the board to ensure utilization.
- Communication of major events within the neighborhood or our general area (our roads, significant projects, like the pavilion), etc.
- Delegation of specific duties or functions
- Serve as Chairperson for developing and carrying out the long-term capital plan (includes participation from VP, treasurer, secretary and select members).

### **Vice President**

If the office of President becomes vacant by death, resignation, or otherwise, or in the absence of the President, or their disability to discharge their duties , those duties transfer, for the time being, to the Vice President.

Responsibilities include:

- Oversee the annual board election process (includes nomination and voting activities).
- Investigate and confirm that the HOA insurance is up to date and competitively quoted (ensure adequate protection for liability protection of the HOA and board members).
- Upon notification from the treasurer, place liens on homes that are delinquent on HOA dues.

### **Secretary**

The secretary oversees the Association's record keeping activities. The Secretary keeps the minutes of all proceedings of the Board of Directors and of all committees and the minutes of the members' meetings.

Responsibilities include:

- Maintaining and keeping many of the association's records (refers to membership records, board meeting records, and other official HOA records).
- Preparing meeting minutes.

## **Treasurer**

The treasurer manages the Association's finances. The Treasurer has custody and keeps account of all money, funds, and property of the Association.

Responsibilities include:

- Keep all financial records and serve as the custodian of securities and funds.
- Oversee the preparation of all financial statements and reports.
- Work closely with other board leaders to plan the annual budget.
- Send invoices annually for Association dues.
- Receive payments/make deposits from residents into the Association bank account as required.
- Pay bills/send payments to various vendors for expenses incurred for Association activities.
- Annually, prepare/file the State report and Federal income tax return.
- When required, advise VP to place liens on houses that are delinquent on their dues payments.

## **Committees – can include resident volunteers (do not have to be a board member to participate)**

Standing committees of the Association are the Social Committee (originally named the Recreation Committee) and the Architectural Control Committee (combination of original Building and Grounds Committee and the Architectural Control Committee). Each committee consists of a Chairperson and two or more members as determined by the Board, at least one of whom is a director. Committees are appointed by the Board annually. The Board of Directors may appoint such other committees as it deems desirable.

**Social Committee:** The Social Committee advises the Board of Directors on all matters pertaining to the social activities of the Association.

Responsibilities include:

- Develop an annual plan of social activities within the allocated budget.
- Communicate social events via the info board.
- Carry out various duties required to support Association social activities (e.g., promotion, RSVPs, collection of funds, hire vendors, etc.).

**Architectural Control Committee (ACC):** The ACC advises the Board of Directors of all matters pertaining to the maintenance, repair or improvement of any common areas and facilities of the Association, and performs such other functions as the Board, in its discretion, determines.

In addition, the ACC approves or disapproves the plans for any house, building, improvement, or addition on any lot pursuant to the Hunt Club Declaration of Covenants, Conditions and Restrictions.

Responsibilities include:

- Procurement duties for vendor contracts required for commons & cul de sac maintenance.
- Review and approve/disapprove resident requests for fences, shed/building, addition on home, etc.).

**Miscellaneous – can include resident volunteers (do not have to be a board member to participate except for the COHA Representative)**

Miscellaneous positions that support the Association include:

**Directory Coordinator** – the Directory Coordinator is responsible for the administration of the annual Hunt Club directory.

Responsibilities include:

- Maintain directory files/documents.
- Administer all duties with the directory publisher

**Block Captain Coordinator** – the Association Block Captain Coordinator oversees the duties of the block captains (resident volunteers).

Block Captain responsibilities include:

- Welcome new residents and obtain their contact information for the annual directory (information is shared with the directory coordinator, treasurer, and website coordinator).
- Provide updates to the directory coordinator as requested.

**Neighborhood Watch/Preparedness Coordinator** – the coordinator oversees Association activities in the Farmington Hills Neighborhood Watch program.

- Attend meetings with the city as required.
- Publish Hunt Club Sub E-News emails to inform residents of program information.

**Website Coordinator** – the website coordinator oversees administration of the Hunt Club website.

Responsibilities include:

- Execute activities with various vendors required for website administration (e.g., website design/maintenance, domain name, hosting, etc.)
- Update website content (e.g., board members, block captains, events, post board meeting minutes, etc.)
- Publish Hunt Club Sub E-News emails to inform residents of current events, social activities, etc.

**Council of Homeowner Associations Representative (COHA)** – the COHA representative engages with the Farmington Hills COHA. Board members only (resident volunteers not eligible to participate).

Responsibilities include:

- Attend COHA meetings to keep informed of key subjects & issues facing homeowner associations in Farmington Hills.
- Provide summary of COHA info at the monthly Hunt Club board meetings.
- Assess Best Practices within our community for appropriate application to Hunt Club