

Position Description Secretary/Treasurer

Accounting/Banking/Budget

- Receive and pay invoices
- Sign all checks
- Coordinate with President or Vice President for second signature on checks
- Verify if invoiced amount is correct on miscellaneous contracted work, such as snow removal or landscaping projects. Get chair approval prior to payment.
- Register (paperwork) and pay memberships
- Reconcile bank accounts monthly
- Reconcile check books to make sure it matches quick books
- Make quarterly transfers as dictated by current approved annual budget
- Make transfers (from Money Market account to checking account) to pay for long term expenses
- Make bank deposits
- Coordinate reimbursements for all Board members, committee members, or residents that bought approved items for the HOA.
- Buy supplies and other items for the HOA (postage, paper, envelopes, toner for printer, PO Box rental, etc)
- Coordinate with Budget chair/committee on budget numbers for the next year

Annual Meeting

- Coordinate meeting place – whether in person or virtual – secure moderator when virtual
- Assemble annual meeting packet – update Board and committee member information, get submissions from chairs, write Treasurer’s report, prepare budget sheets.
- Mail Notices per the governing documents requirements, including printing notices, stuffing, addressing, and stamping envelopes by dictated date.
- Send email notices to those homeowners who are overseas or have requested notice via email.
- Print and mail/deliver hard copies of packets to those who requested it. Email all other packets to owners
- Make sure ballots and proxys are filled out correctly. Contact homeowner if they are not to get a corrected one.
- Record proxies, ballots, and attendance
- Count votes (twice)
- Record minutes of the annual meeting
- Coordinate with Board President to certify the votes
- Answer any questions on items being voted on

Board Meetings

- Put together agenda and organize monthly Board meetings, including documents needed for each Board meeting (minutes, agenda, budget documents)
- Record minutes of Board meetings
- Lead first meeting of the new Board until President is elected in that meeting
- Schedule next monthly Board meeting
- When in person, host meetings at Secretary's house

Board Members

- Get materials such as position description, files needed, contact information to new Board members and answer any questions they may have
- Admin for the Board dedicated email system – create new passwords when Board turns over, send reminder to Board member when there is a time sensitive email and member has not seen it.
- Keep track of votes when Board is voting via email
- Coordinate with bank to get new President and Vice President on the bank accounts as signers

Communication

- Send out communication from website messaging and regular email (renters), including messages from Board members, reminders, time sensitive communication (car break ins, bear sightings).
- Put communication on sandwich board when needed
- Put signs around community when needed
- Field email questions/complaints and distribute to the correct Board chair or answer if general question.
- Act as liaison with connecting communities (Stonehurst IV, Metro Row) with the President and Vice President.
- HOA contact for all official organizations
- Check post office as often as weather and schedule permits
- Keep track of items sent certified
- Coordinate with Community relations chair regarding newsletters and distribution (via email, hand delivered, mailed)
- Keep organized list of homeowners who do not have an account on the website for email and hard copy communication
- Correspond with attorneys
- Act as communication support when information needs to be communicated to the neighborhood or to contractors/vendors.
- Get CC'd on all correspondence to and from Board members.

Dues

- Update dues document that shows the amounts each lot pays with or without lamp post credit (0, 1, 2, 3, 4 lights) as well as quarterly Stonehurst IV shared maintenance agreement amount
- Record credits, balances due, or paid in full to the lot numbers on the dues document each quarter to reflect on current invoice
- Create, print, mail dues invoices quarterly, modify individually for outstanding balances and credits
- Collect checks from post office
- Record payments
- Send reminder statement first week after dues are due
- Send statement and letter from Budget chair after dues are past due 30 days
- Send statement and letter from President after dues are past due 60 days
- If first time being late, contact homeowner prior to next step
- Send to attorney for collection if dues are past due 90 days
- Update attorney on any payments made
- Communication with homeowners regarding payments sent and not received

House Sales

- Put together Disclosure packets when requested. Collect payment for packet. Coordinate architecture review with Architecture chair and President.
- Remind realtors about policy on directional signs if needed. Remove directional signs and place by property for sale if signs are out on the non-designated days per policy. Notify realtors where signs are.
- Reach out to proper contact to get contact information for new owner to get them a welcome packet (from Community relations chair) and parking decal(s) and get them signed up for the website. If email addresses cannot be obtained, send letter to new owner for contact information.
- Coordinate architectural re-review if requested.
- Answer any questions from homeowners, realtors, or potential buyers.
- Coordinate with Community relations chair to get new homeowner a welcome packet.

Miscellaneous

- Keep and organize documents in storage and home office files. Routinely back up files on flash stick.
- Change over files for new calendar year. Move past files to storage unit
- Get cones, sandwich board, holiday bows and lights, or other items out of storage unit when needed
- Attend meetings (with attorneys, contractors, County or other organizations when needed)

- Get insurance certificates and W9's from contractors
- Send Certificate of Insurance when requested

Parking

- Get new residents registered with decals
- Maintain parking database, making updates when needed
- Reaching out to residents who have an unusual number of cars registered to update their records
- Send updated database to Parking chair, President, and Vice President
- Update the towing company with who is authorized to tow vehicles when needed
- Be available during neighborhood maintenance that may require contacting residents to relocate their vehicles – give information from database to Board chair requesting.
- Communicate parking rules to new resident. Remind residents of parking rules periodically through newsletter article.

Rentals

- Contact owner when for rent sign goes up to get contact information of tenants to get them on the email group, get them their parking decal(s) and coordinate with Community Relations chair to get them a renter's welcome packet.
- Answer any general questions the new tenant(s) have.

Taxes

- Quarterly (941, VA-5, VEC) * VA-5 is now done monthly
- End of Year (940, VA-6)
- W9, 1099, 1096
- W2, W3
- Arrange audit every three years- get accountant documents and files needed for audit/review and apply suggested actions by the accountant.
- Coordinate with accountant to complete and electronically submit the annual 990 tax form

Website

- Admin of the website – update website pages as often as needed.
- Make sure new owners create an account on the website
- Remove homeowners who no longer own in Stonehurst
- Communicate with website host with questions or concerns
- Send email communication to homeowners through the website module