**BOARD MEMBER TASKS**

**May 24, 2024**

**PRESIDENT – Sharon Doone**

**Office-President:**

Preside at board and association meetings

Banking signatory

**Other:**

Backup: mail pick-up & distribution

Perimeter fences

Street light maintenance (Duke Energy)

Backup: Snow Removal

Security Lights

 Violation notices (with Joe Brown)

**VICE PRESIDENT – Becky Cox**

**Office-Vice-President:**

 Perform the duties of the president in the president’s absence

Banking signatory

**Other:**

Architectural Committee Chair, hard-copy records maintenance

Concrete drives, sidewalks, patios, steps - repair/replace

Deck and porch repair/replace, maintenance

House painting, deck staining

Entrance landscape beds planting and decoration

Funeral flowers & memorials

Homeowner’s Manual distribution

Mail pick-up & distribution (backup: Sharon Doone)

**SECRETARY/TREASURER – Jim Martin**

**Office-Secretary:**

Record/distribute minutes

Prepare board/Association meeting agendas

Prepare/mail annual & special meeting notices

Mail Architectural Request approval letters

Meeting site scheduling for Board & Association

HRHOA email – answer/distribute

Task list maintenance

Homeowner’s Manual assembly

**Office-Treasurer:**

Bookkeeping

Banking - signatory, SD box, etc.

Annual audit & tax & corporate filing

Budget preparation

Data management and reports/lists with QuickBooks

Realtor & title company interface

**Other:**

Document scanning, filing & retention

Newsletter

Insurance

Legal

Mailbox repair, replacement

**MEMBER AT LARGE – Joe Brown**

Pond maintenance

 Violation notices (with Sharon Doone)

Irrigation system (Terry Cook, Backup)

**MEMBER AT LARGE – Eric Brenner**

Lawn care

Leaf removal - gutters, downspouts, drains & lawns

No weed, no mulch, no trim lists

Tree Trimming, removal, replacement

**MEMBER AT LARGE – Mike Blanchard**

Roofing & gutter repair/replacement

Gutter, downspout & drain cleaning

Caulking – windows & doors

Masonry – tuckpointing

**VOLUNTEER – Terry Cook**

Web Master