



A note to residents: Serving on the HOA Board is a volunteer role that helps keep our community running smoothly and protects the value and enjoyment of our neighborhood for everyone. No special experience is required — just a willingness to show up, listen, and help make good decisions on behalf of all neighbors.

Position Description for **Secretary:**

- Through the HOA Manager, ensures that
 - minutes are taken and distributed and meeting notices and other required communications are sent out
 - official HOA records and documents are maintained
 - HOA follows required notice and recordkeeping rules
- Attends Board meetings and votes on HOA matters, representing the perspective and concerns of everyday residents
- May help with special projects or committees as needed (historically, the Secretary has been the Board liaison for and has participated in the Architectural Committee)
- Is a voting member of the Board and acts in accordance with the Bylaws and CC&R's to propose ideas and make decisions for the greater good of the neighborhood.

What's Expected of All Board Members:

- **Time commitment:** Attend 6 Board meetings (every other month) and come prepared
- **Decorum:** Communicate respectfully and professionally, even during disagreements
- **Confidentiality:** Keep sensitive discussions (legal, financial, personnel) private
- **Knowledge Transfer:** all processes, procedures, contacts, checklists and other pertinent information necessary for performing this role shall be documented and updated. Files should be kept by the HOA Manager.
- **Impartiality:** Make decisions in the best interest of the whole community, not personal interests
- **Term:** 2 years
- **Compensation:** This is a volunteer position — no compensation is provided



Benefits:

- Free HOA dues for Board Members after they have served a full two-year term, until they are no longer serving on the board.
- If there are events hosted by the HOA for which there is a cost, Board Members who are working the event will not be required to pay for their own attendance. (They would still be expected to pay for the participation of their family members and/or guests.)

Related by-laws documentation:

In accordance with Article XI of the Bylaws calling for officers of the Association:

Position Description for **Secretary:**

Section 11.09. Secretary. The secretary shall: (i) keep or cause to be kept at the principal office or such other place as the Board may order, a book of minutes of all meetings of directors and Members; (ii) keep, or cause to be kept, appropriate current records showing the Members of the Association, together with their addresses; (iii) give, or cause to be given, notice of all meetings of the Board and the Members required by the Bylaws or by law to be given; (iv) keep the seal of the Association in safe custody; and (v) perform such other duties and responsibilities as may be prescribed by the Board or by the Bylaws. At a minimum, the minutes shall note the date, time and location of the meeting, the persons in attendance, a general description of the matters discussed and an accurate record of the actions taken or duly approved by the Board or the members, as the case may be.