



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 Summary for **Treasurer:**

The Treasurer oversees the HOA's finances and keeps the Board informed.

- Tracks HOA income, expenses, and dues collection
- Gives the Board regular financial updates as monthly finance reports
- Prepares the annual budget
- Works with HOA Manager and Accountant on financial reporting
- Helps monitor reserve funds, in keeping with the Reserve Study recommendations, for future community needs
- Files tax forms annually
- 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 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.)

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

Section 11.10. Chief Financial Officer. The chief financial officer, who shall be known as the treasurer, shall: (i) keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Association, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings and other matters customarily included in financial statements; (ii) deposit all monies and other valuables in the name and to the credit of the Association with such depositories as may be designated by the Board; (iii) disburse the funds of the Association as may be ordered by the Board; (iv) render to the president and directors whenever they request it, an account of all of his or her transactions as treasurer and of the financial condition of the Association; and (v) exercise such other powers and perform such other duties as may be prescribed by the Board or the Bylaws. If required by the Board, the treasurer shall give the Association a bond in the amount and with the surety or sureties specified by the Board for faithful performance of the duties of his or her office and for restoration to the Association of all its books, papers, vouchers, money, and other property of every kind in his or her possession or under his or her control on his or her death, resignation, retirement, or removal from office.