**Proposed HOA Officer Job Descriptions:**

**President**

1. Serve as the face of the HOA
2. Runs all board meetings
   1. For CVTH:
      1. Identify when, where and how meetings will be conducted
3. Carry out contracts, orders, and documents on behalf of the association
4. Handles the daily administration of the association
   1. For CVTH:
      1. Field and answer questions from homeowners
      2. Respond to, and complete/sign necessary forms for, HOA real estate transactions
5. Make sure all HOA board duties are fulfilled with the community’s best interests   
   in mind

**Vice-President**

1. Assumes the role of president when, for any reason, the president is unable to.
2. Managing grounds and buildings as well as recreational properties.
   1. For CVTH:
      1. Communicate with landscapers to schedule monthly maintenance
      2. Search and screen other vendors/companies, as needed, for additional projects, and provide findings/estimates to the president and other officers for review
3. May lead other activities of the HOA and lead committees

**Secretary**

1. Maintaining and keeping a majority of the association’s records.
   1. membership records
   2. meeting records
   3. other official HOA records
2. Writes down meeting minutes and sends out notices of the meeting
   1. For CVTH:
      1. Keep detailed meeting minutes
      2. Help develop meeting agendas by reviewing previous minutes and identifying open items and soliciting for new items
3. Filing corporate annual reports
4. Attesting to legal documents signed by the president on behalf of the HOA

**Treasurer**

1. Maintain all financial records and serve as the custodian of securities and funds
   1. For CVTH:
      1. Track and ensure payment of HOA dues
      2. Enforce and collect applicable fines/penalties/assessments
2. Preparing — or overseeing the preparation of — all financial statements and reports
   1. For CVTH:
      1. Prepare information and collaborate with CPA to file annual taxes
3. Works closely with other Officers to plan the annual budget
   1. For CVTH:
      1. Provides the account balance to the secretary for HOA meetings
      2. Maintains and provides an updated expenditures sheet for HOA meetings