

The Village at Innsbrook HOA Board of Director Duties and Responsibilities

Duties and Responsibilities	President	VP/ACC	Secretary	Treasurer	Director
* Manage, maintain and care for all easements, common areas and signs identifying The Village at Innsbrook	x	x	x	x	x
* Enforce all restrictions applicable to the property in The Village at Innsbrook by appropriate injunctive relief and restraining orders to prevent violations, or to require violations to be corrected	x	x	x	x	x
* Fix and levy upon owners regular and special assessments and to enforce payment thereof, by any lawful means	x	x	x	x	x
* Do any and all things and acts that the Association from time to time, in its discretion, may deem to be for the benefit of the Property and the Owners thereof	x	x	x	x	x
* Set agenda, preside over monthly HOA meetings	x				
* See that all orders and resolutions of the Board are carried out	x				
* Co-sign all checks, and with the Secretary, pre-approve all electronic payments	x				
* Call Special meetings of the Board of Directors after issuing not less than 3 days notice	x				
Oversee appointment of all Committee members at February HOA meeting	x				
Oversee preparation and release annual meeting notice and notice of dues	x				
Gatekeeper for communication to HOA attorney	x				
Maintain HOA files	x				
Maintain website / redirect email changes	x				
Respond to general inquires from the HOA website	x				
Update security on website/online files upon board changes	x				
Notify Attorney, CPA, & Insurance Agent of annual board changes	x				
Oversee budget process	x				
Review annual insurance/renewal of policies	x				
Select Nominating Committee with board approval	x				
Set goals and projects of the board for the year	x				
* Act in place of the President in the President's absence		x			
* Manage the Request for Improvement(RFI) process		x			

The Village at Innsbrook HOA Board of Director Duties and Responsibilities

Duties and Responsibilities	President	VP/ACC	Secretary	Treasurer	Director
* Serve as Chairman of the Architectural Control Committee (ACC)		x			
* Co-sign all checks and pre-approve all electronic payments if President or Secretary is not available		x			
* Oversee enforcement of the Declaration of Restrictions in conjunction with Board		x			
Act as liaison with Henrico County Dept. of Community Revitalization		x			
Select ACC Committee members for Board approval		x			
Maintain and revise as needed the ACC RFI form		x			
Maintain ACC guidelines in conjunction with Board		x			
Respond to ACC website inquiries		x			
Inspect houses up for sale and again when disclosure request- report findings to Director		x			
Maintain ACC online and paper files (including HOA residents' house files with RFIs)		x			
Maintain the mail box and post specification sheet		x			
Oversee Common Area Maintenance/landscaping contract/volunteers		x			
Send letters to members with non-compliance issues pending		x			
* Chairman of Audit Committee			x		
* Determine quorum for annual meeting			x		
* Co-sign all checks, and with the President, pre-approve all electronic payments			x		
* Keep the minutes of all meetings of the Board and Members			x		
* Secure signatures on all minutes and resolutions of all directors in attendance of such meetings			x		
* Maintain database of Association Members in conjunction with Director			x		
* Record the votes (including proxies) at all meetings			x		
* Serve notice of meetings of the Board and of the Members (i.e., Annual Meeting)			x		
Publish minutes to the website monthly			x		
Maintain a file of signed meeting minutes, proxies, neighborhood communications			x		
Newsletter editor			x		

The Village at Innsbrook HOA Board of Director Duties and Responsibilities

Duties and Responsibilities	President	VP/ACC	Secretary	Treasurer	Director
Responsible for checking HOA PO Box weekly			x		
Select Audit Committee members for board approval			x		
* Receive and deposit in appropriate bank accounts all monies of the Association (i.e., annual dues)				x	
* Disburse monies of the Association as directed by resolution of the Board of Directors				x	
* Prepare disbursement checks for signature and process approved electronic payments				x	
* Cause the Association books be audited by the Audit Committee at completion of each fiscal year				x	
* Prepare and present an annual budget and a statement of income and expenditures at annual mtg				x	
* Invoice members for annual dues				x	
* Maintain checkbook				x	
* Maintain ledger				x	
* Maintain the "Books"				x	
Present YTD Actual vs Budget at monthly HOA meetings				x	
Reconcile MMA and operating accounts in Quickbooks online				x	
Update signature card for all bank accounts with Pres., Sec., & Treasurer				x	
Annual report of officers to SCC				x	
Change in Board filings with SCC and DPOR				x	
DPOR registration				x	
Backup to Secretary for checking the HOA PO Box				x	
Coordinate with HOA President for collection issues with attorney				x	
Maintain online association files				x	
Prepare tax returns				x	
Primary point of contact for bank, Call 8, Dominion, Quickbooks, Email unless otherwise agreed				x	
Maintain database of Association Members in conjunction with Sec.					x
Annually updates disclosure package and distributes as requested					x

The Village at Innsbrook HOA Board of Director Duties and Responsibilities

Duties and Responsibilities	President	VP/ACC	Secretary	Treasurer	Director
Provides disclosure affirmation files to ACC for filing					x
Inform residents of new board officers after annual meeting					x
Gatekeeper and distributor of electronic communications to HOA members					x
Track houses for sale in the neighborhood					x
Point of contact for social clubs					x
Respond to email and social group comments from website					x
Update email addresses in online email distribution lists					x
Annual meeting site coordinator					x
Maintain online association files					x
Maintain Copy Pricelist					x
* SPECIFICALLY REQUIRED IN BYLAWS					