

Administrative Management

- ✓ Attend all regular Board Meetings and the Annual Meeting.
- ✓ Preparation of a Board Meeting Agenda Package one week in advance of the meeting
- ✓ Record and publish the meeting minutes
- ✓ Administer all duties to prepare for the Annual Meeting
- ✓ Maintain the membership roster
- ✓ Maintain all files and records of the Association
- ✓ Provide complete documentation to Title companies for property transfers
- ✓ Prepare, edit, and distribute community newsletters and general community information
- ✓ Respond to homeowner questions in a timely and courteous manner
- ✓ Obtain competitive bids for services as requested by the Board
- ✓ Coordinate and administer clubhouse rental
- ✓ Hire and supervise seasonal employees as necessary
- ✓ Coordination of Architectural Review Process with committee members