

## Pinon Hills HOA: Summary of Officers Responsibilities

### President

- Serve as executive officer; supervise and control the business of the HOA.
- Maintain regular contact with relevant local government offices and realty organizations.
- File annual report with the CO Sec. of State (done on-line).
- Develop agenda and preside over annual HOA meeting and occasional special meetings as required.
- Co-sign, with another officer, checks and other authorized instruments.
- Appoint members of Architectural Review Committee as well as ad hoc committees as needed.
- Delegate to other officers or appointed committees responsibilities as mutually agreed on.

### Vice President

- Serve as executive officer in the absence of the President.
- Perform other duties assigned by the President.

### Secretary/Treasurer

- Maintain and update computerized financial records at least semi-annually.
- Make authorized payments, including annual property tax, and post-office box fee.
- Assist other officers in preparing for the annual meeting which includes notification mailing, arranging location and preparing draft minutes of the meeting.
- Get mail from the Post Office box every two weeks, respond to routine correspondence and give non-routine material to the President for action.