

# *Highlands at Mechums River*

Highlands Detached Home Owners Association, Inc.  
PO Box 429 Crozet VA 22932-0429

<http://avenue.org/hdhoa>

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## **Responsibilities and duties of various HOA officials**

This is a summary of the responsibilities and duties of the HOA officials. This is intended to be guideline only. In other words, the job of the various officials includes but is not limited to the tasks listed below. The “covenants” and “bylaws” of the HOA are the authoritative documents in this regard and should be consulted in case of any doubt.

### Board of Directors

1. Make corporate decisions.
2. Enforce use restrictions by invoking appropriate remedies. (Details in Article VIII of the “Highlands at Mechums River / Detached Home Declaration of Covenants, Conditions, Restrictions and Easements”.)
3. Convene various meetings (annual, general, board, special etc) as set forth in the “Bylaws of the Highlands Detached Home Owners Association”. (The president should chair the meetings, in his/her absence; the vice president shall shoulder this responsibility.)
4. The board of directors shall appoint / remove the officers of the association (including the president, vice president, secretary, treasurer, and members of the architectural control board) as per rules in article IV of the “Bylaws of the Highlands Detached Home Owners Association”.
5. Determine how the association funds are deposited and/or otherwise invested.
6. Authorize or appoint officers/agents to execute instruments in the name of and on behalf of the HOA.
7. Determine whose signatures should appear on checks, drafts and other payments executed on behalf of the association.
8. Institute and manage maintenance contracts.
9. Make, alter, amend or repeal the bylaws of the association subject to appropriate rules.
10. Conduct “reserve studies” every alternate year (required by the Commonwealth of Virginia).
11. Constitute executive committees as needed.
12. Set audit guidelines for the HOA treasurer to follow.

### President, Vice President

See above.

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Architectural Control Board (ACB)

1. Regulate external design, appearance, use and location of improvements on any lot or common area.
2. Issue preconstruction conditional approvals related to improvement work on any lot.
3. Survey the relevant property and grant final approval after completion of work.
4. Keep formal records of all architectural approval requests and the resulting ACB dispositions.
5. Provide the compliance status of a HOA property to the secretary on request (to assist with the preparation of the HOA disclosure packet as needed).

(Details in Article VII of the “Highlands at Mechums River / Detached Home Declaration of Covenants, Conditions, Restrictions and Easements”.)

Secretary

The board of directors shall determine the task of the secretary of the HOA. In general, the secretary has the following responsibilities:

1. Take minutes of various meetings of the HOA (annual, general, board, special etc), and disseminate the minutes (as appropriate) in a timely manner.
2. Make correspondence on behalf of the HOA.
3. Responsible for general record keeping of the HOA.
4. Maintain HOA officer directories.
5. Keep the status of the HOA with various organizations (e.g. State Corporation Commission, State Real Estate Board, and Property Owners Association of Virginia) and its coverages current.
6. Keep the HOA disclosure packet current and in compliance with the requirements of the Virginia Property Owners Association Act.
7. Coordinate with the ACB and the treasurer to prepare the HOA disclosure packet and provide it to the sellers or their agents as needed/requested.

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## Treasurer

The board of directors shall determine the task of the treasurer of the HOA. In general, the treasurer has the following responsibilities:

1. Prepare the annual financial statement for the HOA.
2. Prepare the HOA budget.
3. Collect membership dues, and any fines/penalties as instituted by the board of directors.
4. Pay HOA bills.
5. Coordinate with the relevant officers of other HOAs in the subdivision with regard to financial matters pertaining to the upkeep of common areas in the subdivision, including the Highlands entrance.
6. Provide the account status of a HOA property to the secretary on request (to assist with the preparation of the HOA disclosure packet as needed).
7. File federal tax return on behalf of the HOA.
8. File state corporate tax return on behalf of the HOA.
9. Miscellaneous operational functions
  - i. The HOA USPS PO Box needs to be monitored periodically. Since most of the HOA correspondence is related to invoices and bills, based on operational considerations, the HOA treasurer is the best person to perform this task. It shall be the treasurer's responsibility to deliver "other" mail to the appropriate HOA official in a timely manner.
  - ii. Maintain HOA member directories and the mailing list (postal and email). Either the secretary or the treasurer (or both) should perform this function. Since they perform functions such as providing HOA disclosure packets and collect dues, they are the most suited to keep these lists current. These officials are also the major users of this information. They shall provide this information, upon request, to other officials of the HOA.
  - iii. Maintain HOA web page. All HOA officials are responsible for providing relevant information to the webmaster (which is a volunteer position) to keep the contents on the HOA web page current.

Draft prepared by Kamaljeet S Saini  
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