

Understanding HOA Board Member Roles

There are many HOA board member duties, some of which overlap from member to member. Moreover, certain HOA board member responsibilities can be delegated to other board members or committees. All roles are volunteer roles and provide no enumeration.

The essential purpose of any HOA board of directors, is to manage the association through each member's respective duties, outlined below.

1. President

The main role of the HOA President is to oversee the majority of the decision-making processes. Essentially, the final say comes down to the President.

However, it's not all glamor and glory for the President. Anyone who assumes the role must have the right qualifications to make those decisions. That means a working and in-depth knowledge of the regulations, bylaws, and operations of the association.

The President is also able to delegate in the form of committees, to handle certain obligations. Finally, they conduct all meetings, no matter the nature of the meeting. In these meetings, the President acts as a foreman. They call the meeting to order, discuss the agenda, allow for others to speak during the meeting, ask for votes, and more.

If you want to run for this position, you must know the HOA President's responsibilities. That includes a familiarity with the inner workings of the association. You should have adequate public speaking skills. It is one of the HOA President's duties to make sure the association functions at its full capacity.

2. Vice President

Many find it difficult to fully understand the role of HOA Vice President. For all intents and purposes, the HOA Vice President's responsibilities are the same as the President's. This is because their primary duty is to assume the role of the President when the President is unable to do so themselves. This includes instances where the President is sick, out of town, or otherwise incapable of completing their regular duties. That does not mean the Vice President has nothing else to do, though. The President can still delegate HOA Vice President duties. Additionally, the Vice President must be equally informed about the regulations and bylaws of the association in order to assist members of the community with any inquiries. This knowledge helps them keep the business aspect of the association running smoothly. This may be an optional position depending on whether there are enough volunteers to fill other essential roles or performed in conjunction with a committee role.

3. Secretary

Secretary is an integral part of the HOA board. The role of the HOA Secretary is to handle all of the documentation and record-keeping within the association. Since they are responsible for all official documentation, part of their function is to stay compliant with all legal requirements. This includes submitting any forms before deadlines.

Other HOA Secretary responsibilities include giving proper notice of all meetings, recording all meeting minutes, and distributing all essential documentation to the other board members. Another key function of the role of Secretary is to review all official documents in an effort to ensure a continually updated record.

4. Treasurer

The HOA Treasurer is responsible for the entirety of association funds and the disbursement of those funds.

The main role of the HOA Treasurer is to keep a detailed record of current funds and all transactions sanctioned by the association. This includes billing, operational costs, and the collection and allocation of funds.

They are also in charge of creating the annual budget and maintaining the right reserve level for any unplanned expenses, as well as making any approved investments.

HOA Committees

Traditionally, the HPPOA has had the following committees or committee leaders:

Covenants and architectural review

Responsibilities involve reporting covenant violations or complaints to members for correction; review architectural requests to ensure adherence to bylaws; and to assist in directing county code complaints to the appropriate Newton County department for correction.

Social and welcoming committee

The responsibilities of the social and welcoming committees include welcoming new neighbors and providing them with covenants and information concerning the Board.

Finance and Maintenance Committee

Since the HPPOA does not oversee amenities such as pools or sports courts, the emphasis is on the general appearance of the community's entrance and public areas. This enables our community to be properly maintained and to protect property values and maintain the aesthetics of our neighborhood. As the neighborhood matures, consideration will need to be given to maintaining and replacing infrastructure.

Website and social media (NEW)

Maintains the HPPOA website and updates news and photo sections.