

FELTON GABLES HOA BOARD ROLES

The Felton Gables Homeowners Association Board is made up of a President, Treasurer, Secretary and 4-6 additional voting Board Members at any given time, ideally totaling an odd number for voting purposes. The Board meets at least two times each year. Board positions are elected for a one-year period at the annual spring HOA meeting, and can be extended annually thereafter if desired. Committees are occasionally created to address particular needs and areas of expertise (e.g., rail and transportation issues, emergency preparation). The primary job duties for each role are as follows:

President

- Serves as primary public representative to the neighbors of Felton Gables and to the city when needed
- Oversees and delegates planning roles for up to two neighborhood events each year - summer (July 4th BBQ, when it takes place) and fall (garden party)
- Plans and sets agenda and leads two Board meetings per year to discuss open issues or new projects, as well as calling additional meetings as appropriate

Treasurer

- Manages HOA bank accounts and keeps accurate records of income and spending
- Authorizes expenditures on behalf of the HOA and manages reimbursement
- Ensures that HOA funds (General, Gate and Tree) are spent on their intended purposes and that any profit in the General Fund is spent annually to uphold non-profit status
- Maintains reserves in the Gate Fund for purchasing new keys, liability insurance and maintenance of the Holbrook Palmer Park entry and in the Tree Fund for maintenance to common area trees deemed necessary and/or replacement

Secretary

- Serves as a central point of communication for issues that arise such as general neighborhood information, lost or found pets, security or safety questions
- Maintains the neighborhood email list and determines appropriateness of forwarding any given email
- Initiates and forwards emails to neighbors with blind copy of addresses to neighbors.
- Takes notes at the Board meetings and distributes them to the Board and, when warranted, to the neighborhood

Board Members

- Attend Board meetings, help shape meeting agenda, vote on key issues
- Actively support HOA activities and events, from planning and attending gatherings and meetings to taking a committee leadership or project support role as needed
- Serve as key voices in city and other community issues at City Council meetings as needed
- Manage annual update and distribution of neighborhood Directory every fall