



Tana Ridge Home Owners' Association Board Structure & Responsibilities

President

- Meeting agenda s
- Association board & member meeting leadership
- Resident input , requirements, & feedback
- Volunteer recruitment – events; projects; board
- Contracting signature authority for Association
- Association Filing: Secretary of State
- Association Insurance Policy Terms & Renewal
- Support & Collaborate w/ Board Members

Vice President

- Out lot management
- Paths & Parkway
- Presides during Presidents absence
- Landscape planning, management & contracting
- Secondary signature authority for Association
- Collaborate w/Board Members

Secretary

- Meeting set-up, notification, & minutes
- Nomination & Election Process
- Maintain business archives
- Membership roster
- Web site updates
- Board Member notification to City
- Collaborate w/Board Members

Treasurer

- Annual Budget & Forecast
- Assessment invoice; collection; & deposit
- Accounting & record keeping
- Tax filing
- Budget management
- Financial Reports: mid year & annual
- Collaborate w/Board Members

Waste Water & Architecture

- Waste Water System Meeting Representative
- Waste Water System Reporting & Assessment
- Waste Water System Annual Operational & Financial Report
- Architectural proposal compliance review & approval
- Collaborate w/Board Members



Tana Ridge Homeowners' Association Annual Plan

1st Qtr	<u>January</u> ❖ Board of Directors Meeting: Handoff & Annual Plan ❖ Web Site Update: board members; budget; calendar ❖ Update City with Board Names	<u>February</u> ❖ Landscape Improvement Project Plans ❖ Web Site Update: annual calendar & March meeting agenda ❖ Member Meeting Announcement: Feb 21 st ❖ Internal Financial Audit	<u>March</u> ❖ Waste Water System Financial analysis received from FOSC ❖ Landscape service provider contract – APRIL/MAY ❖ Membership Mtg Mar 24: Landscape & WW System Review ❖ Meeting Minutes posted Mar 31st
2nd Qtr	<u>April</u> ❖ April 15 th Non-Profit Filing: Sec of State ❖ Landscape Contract Start-up	<u>May</u> ❖ Website Update: clean up	<u>June</u> ❖ Wastewater Committee Update
3rd Qtr	<u>July</u> ❖ TRHOA 2013 Mid Year Budget Report ❖ TRHOA Board Meeting: Action and Financial review ❖ Distribute mid-year financial report	<u>August</u> ❖ Web site update	<u>September</u> ❖ Landscape Service Assessment & Upcoming Year Plan ❖ Homeowner Assessment Invoice ❖ TRHOA call for Board Nominations ❖ Waste Water Committee Update
4th Qtr	<u>October</u> ❖ Board Nominations Accepted ❖ Upcoming Year Plan - ❖ Budget & fee proposal & Board Approval ❖ Board Mtg: plan & budget approval: Oct 24 th ❖ Membership Meeting Announcement: Oct 20 th	<u>November</u> ❖ Send out ballots & 2014 budget ❖ Membership Meeting Nov 20 th ❖ Meeting Minutes posted Nov 26 th ❖ Organizational Updates ❖ 2014 Budget & Fee Approval ❖ Board Elections	<u>December</u> ❖ Plan Board Meeting Hand-off ❖ Annual Assoc Fee Announcement to Members: Dec 1st