

Board of Directors and Committee Duties

The Association is managed by a Board of at least five (5) Directors and no more than nine (9) Directors, who need not be members of the Association. At the first annual meeting, the members shall elect at least five (5) Directors for a term of one (1) year and at each annual meeting thereafter, the members shall elect at least five (5) Directors for a term of one (1) year each.

Board of Directors:

- Adopt and publish rules and regulations governing the use of the Common Area and facilities, and the personal conduct of the members and their guests thereon and to establish penalties for the infraction thereof
- Suspend the voting rights and right to use of the recreational facilities of a member during any period in which such member shall be in default in the payment of any assessment levied by the Association, such rights may also be suspended after notice and hearing, for a period not to exceed 60 days for infraction of published rules and regulations
- Exercise all powers duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these By-Laws, the Articles of Incorporation, or the Declaration
- Declare the office of a member to be vacant in the event such member shall be absent from three (3) consecutive regular meetings of the Board of Directors
- Employ a manager, an independent contractor, or other employees as they deem necessary and to prescribe duties
- Cause to be kept a complete record of all its acts and corporate affairs and to present a statement to the Members at the annual meeting of the members or at any special meeting when such statement is requested in writing by one fourth (1/4) of the members who are entitled to vote;
- Supervise all officers, agents, and employees of this Association, and to see that their duties are properly performed
- Fix the amount of the annual assessment against each Lot at least thirty (30) days in advance of each annual assessment period and send written notice of each assessment at least thirty (30) days in advance of each annual assessment period
- Foreclose the lien against any property for which assessments are not paid within thirty (30) days after due date or to bring an action at law against the owner personally obligated to pay
- Issue upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for these certificates. If a certificate states an assessment has been paid, the certificate is evidence of the payment
- Procure and maintain adequate liability and hazard Insurance on property owned by the Association
- Ensure officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate
- Ensure the common areas are maintained

President:

- Presides at all meetings of the Board of Directors
- Ensures the orders and resolutions of the Board are carried out
- Signs all leases, mortgages, deeds, and other written instruments
- Co-signs all checks and promissory notes
- Votes in case of a tie

Vice-President:

- Acts in the place and stead of the President in the event of absence, inability, or refusal to act
- Exercises and discharges such other duties as may be required by the Board

Secretary:

- Prepares the agenda and keeps the minutes of all meetings and proceedings of the Board and of the members
- Records all votes from all meetings – Annual, Special, Monthly
- Prepares documents for Annual Meeting to include agenda, sign in sheets, ballots, and mails the notice at least 30 days before the meeting
- Maintains and keeps all current records showing the members and contact information of the Board, Committees and Association (address & email addresses)
- Performs such other duties as required by the Board
- Annually, files State Corporation Commission Annual Report
- Annually, files Virginia Department of Professional and Occupational Regulation (DPOR) Annual Report
- Maintains awareness of any changes in the Code of Virginia or DPOR regarding Homeowners Associations
- Keeps Disclosure Packets up-to-date with any new Board Rules, meetings minutes, and financial documentation, Profit/Loss Statements
- Prepares and distributes Disclosure Packet via DropBox, includes Disclosure Packet Invoice

Treasurer:

- Receives and deposits in appropriate bank accounts all monies of the Association
- Disburses funds as directed by resolution of the Board of Directors
- Co-signs all checks and promissory notes
- Keeps proper books of account
- Ensures an annual audit of the Association books is made by a public accountant at the completion of each fiscal year
- Prepares an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting and deliver a copy of each to the members

Committees

- Association appoints an Architectural Control Committee, as provided in the Declaration and a Nominating committee, as provided in these By-Laws.
- Board of Directors shall appoint other committees as deemed appropriate in carrying out its purpose.