To briefly explain the duties of each position on the Wedgwood Village Homeowner's Association Board of Directors: https://tinyurl.com/mr6th7r9

President

- Presides at meetings. Calls meetings of the association and the Board (may be done by another Board member).
- Ensures garbage from parks is moved to roadside for Monday/Thursday pick-up
- Ensures the monthly meeting info is posted on marquees at entrances to WWV.
- Arranges for maintenance of common areas including but not limited to landscaping, lighting, play equipment, repairs, etc.
- Liaison between board and lawn service company
- Liaison with the attorney regarding collections, and litigation.
- Assists with all Community Events

1st Vice-President:

Deed Restrictions Violations Drives and Notices –

- Coordinates volunteers who drive the neighborhood at least 2 times per year; send letters to violators; send reports of violations (Ride List) to the board.
- Manages the Violation portal in the Buildium property management site.
- Exercise the powers of the president when the president is absent.
- Assists with all Community Events

2nd Vice President:

- Coordinates Events: Community Garage Sales - places ads and makes notices (typically held weekend after Easter and weekend after Halloween) Puts up and removes signage for Summer Picnic in the Park and Christmas in the Park, NNO
- Coordinates ARC requests (Architectural Review Committee) Liaison between homeowners and the ARC committee (made up of 4 volunteers) Manages the ARC portal in the Buildium Property management site.
- Special Projects:
  - Pollinator Garden Maintenance
  - Seeks grant opportunities and writes grants to fund Special Projects.
  - Oversee the development and implementation of the projects.
  - Solicits volunteers and donors to complete Neighborhood Improvement Projects deemed important by the Board.
- Assists with all Community Events
- Book meetings at Friendswood Library or alternate site for monthly & annual meetings.
- Posts and monitors notices on Wedgewood Facebook page and website.
- Assists homeowners with functions in the Resident's Center

Treasurer:

- Annual Maintenance Dues Invoicing - to be sent with the annual meeting notice and proxies for new board members
- Monitors answering machine
- Checks PO Box for checks and other correspondence
- Monitors wvhoa@wvhoa.net email account for correspondence
- Deposits checks and records in homeowners account
- File tax reports
- Receive inquiries from title companies and prepare statements; input info of sales/transfers of homes
- Prepare annual budget

- Pay bills and records in Buildium
- Checks bank statements
- Provide complete and accurate financial statements to the Secretary for inclusion in the minutes of meetings.
- Prepare and mail late fee notices
- Work with attorney on adding attorney fees into record and updating info on pending cases

Secretary:

- Meetings - prepares agenda and drafts minutes from previous meeting to post on website.
- Annual Meeting - prepare agenda, draft minutes, proxies; post notice (see “Meetings” and Articles of Incorporation)
- Assists with all Community Events
- Maintain Buildium documents including posting of approved minutes.
- Manages payment of Board approved expenditures requiring a bank card