

Job Description for Executive Board Secretary For Ashcombe Farms Dover HOA

1. Coordinate meeting times with Board members for Executive Board meetings and lot owners for General Meetings of the HOA Community.
2. Fulfill time schedules required by the By-laws for announcing meetings – either Executive Board meetings or HOA General Meetings with the community.
3. Attend all HOA Executive Board meetings and all HOA General Meetings, and take minutes of the proceedings. Maintain all minutes of all the above proceedings in the HOA files.
4. Cross check all proxies for addresses that are in attendance at any special or annual meetings, or ballots for voting in any election as may be allowed in the HOA By-laws. Confirm a quorum in attendance, as defined in the By-laws, either in person or by proxy, at any Annual or Special meeting of the HOA community.
5. Maintain accurate information regarding proxies. All proxies must be kept in two files: current and expired.
6. Maintain and update the list of all Executive Board members, Town Home Advisory Committee members, names of HOA Executive Board secretary, the HOA treasurer and bookkeeper. Whenever there is a change in the list the secretary shall update the list. The secretary shall then notify by email all members and appropriate entities.
7. Maintain the list of Executive Board members from the beginning of the HOA.
8. Maintain all files and records of minutes and history of the HOA: maintain all records except the financial records which include check books, dues and fees collections. Keep a second copy (the bookkeeper keeps the original) of all lot owners who are delinquent in any fees owed the HOA.
9. Maintain paper, and email files as applicable, of all correspondence between the HOA Executive Board and any lot owners, service contractors for the HOA, any attorney corresponding with the HOA Executive Board for any reason, any realtor correspondence, and any correspondence with any government office (whether it be local, state, or federal) that pertains to the business of the HOA.
10. All email correspondence from the HOA Executive Board, and written by the secretary, must comply with both the Guidelines established and adopted by the HOA Executive Board and the By-laws and Regulations of the HOA.
11. Assist in publication of the newsletter, including helping to write, proof, and/or edit articles.
12. Mail all letters from the HOA – whether it is from the Executive Board or from the HOA as a whole. Keep copies of all such correspondence in HOA files.
13. Maintain an up-to-date and accurate list of Executive Board Policies. Distribute policies to new Board members.
14. Observe and follow all policies that pertain with communication between the HOA Executive Board and others.
15. Send letter(s) to any lot owner(s) in non-compliance with approved regulations according to Executive Board policies. Use template letters as approved by the Executive Board. After fifteen (15) days in non-compliance to the letter, contact HOA attorney with non-compliance information.
16. Provide the Ashcombe Farms Dover HOA By-laws and Regulations in PDF format to Realtors upon request, for the resale of homes within the HOA..
17. Maintain any and all of the HOA files as directed by the HOA Executive Board.
18. The secretary shall perform any and all duties as is required or requested by the HOA Executive Board, or any attorney working for the HOA.
19. Check the HOA drop box and the HOA post office box twice a month, on approximately the 1st and 15th of each month.

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20. Check the HOA's email account at least once a day. Respond to lot owners on approximately the 1st and 15th of each month, unless circumstances dictate otherwise. Respond to all other emails as necessary.
21. Maintain copies or originals of all communications regarding any legal matters that concern the HOA community.
22. Maintain and update as necessary the HOA Executive Board handbook for the secretary. Email all updates to all Executive Board members so they may update their own handbooks.
- 23. All records must be maintained by the secretary as hard paper copies in the HOA files. All HOA files are considered to be legal documents and as such, all records must be kept on file for a minimum of seven (7) years. This includes all ballots for voting on any item within the HOA.**