

SUNTREE ESTATES HOMEOWNERS ASSOCIATION, INC
P.O. BOX 410795
MELBOURNE, FL 32941-0795

OFFICER RESPONSIBILITIES FOR BOARD MEMBERS

PRESIDENT

1. Conduct meetings by Robert's Rules of Order.
2. Maintain a schedule for the year.
3. Anticipate near and long-term issues and concerns.
4. Serve on SMHA committee as assigned.
5. Co-sign checks, with treasurer.
6. Chair annual meeting.
7. Solicit issues/opinions/votes from directors and residents.

VICE PRESIDENT

1. Conduct meetings in the absence of the President.
2. Keeper of insurance, responsible for coverage and cost.
3. Keeper of Association documents and responsible for soliciting/formulating changes and suggestions.
4. Coordinate the Neighborhood Watch Program.
5. Set up the Annual Meeting.

SECRETARY

1. Keep accurate notes, distribute and obtain approval at Board meetings.
2. Maintain forms and files (ballots, announcements, etc.)
3. Help draft and then send out all correspondence including meeting notices.
4. Responsible for Quarterly newsletter to homeowners.
5. Responsible for the community Bulletin Board and all postings on same.
6. Maintain the SEHA directory.

TREASURER

1. Develop strawman budget for the December meeting.
2. Upon approval of the budget, have secretary send out notices.
3. Keep track of all payments, have secretary send out reminders/make phone calls.
4. Write checks as appropriate, double sign with the President.
5. Maintain a running list of checks and deposits, cross check with bank balances.
6. Reconcile accounts each month.
7. Prepare quarterly budget vs. expenditure statements for the Board.
8. Check mail box weekly.
9. Recruit a finance committee and use them.
10. Prudently invest the \$ in savings, possibly in rolling CDs.
11. Maintain a ledger.
12. Request a yearly audit, audit results in a letter, address suggestions.
13. BE A WATCHDOG
14. Obtain approval from committee chairperson to pay questionable or large bills.

ARC (Architectural Review Committee) Director

1. First contact with builder/homeowner.
2. Responsible for reviewing and approving building/landscaping plans per SEHA requirements and informing/working with SMHA of decisions.
3. Responsible to track status vs. plans and keep in touch with the homeowner/builder if variances occur.
4. Form a committee to help and use them.
5. Responsible to review modifications to existing homes per SEHA requirements.
6. Responsible for builder relations.

Community and Voluntary Needs

LANDSCAPING

1. Responsible for mowing, fertilizing, weed and insect control, shrubs and trees, shrub and tree beds etc. on common SEHA grounds (see map).
2. Responsible for fountain trees, shrubs, plantings.
3. Responsible for all signage.
4. Responsible for mowing of the back-side of berms on private lots.
5. Responsible for mowing of lots without homes.
6. Work with the treasurer to recoup mowing fees for 4 and 5 from lot owners.
7. Responsible for quarterly or other arranging for fountain annual plantings decorations.
8. Responsible for lighting.
9. Input to the budget process.
10. Form a committee to help and use them.

IRRIGATION

1. Responsible for sprinkler system operation and lake condition.
2. Responsible for fountain/waterfall/pool operation and maintenance.
3. Contract for above, obtaining competitive bids annually from competent sources.
4. Input to the budget process.
5. Form a committee to help and use them.

SOCIAL (if we want one)