

Villas of Cattail Creek  
Board of Director Responsibilities  
January 2024

Position	Main Responsibilities	Other Duties	Back-Up
President	The president is the chairperson of the board. The president is the main liaison between the management and the board and the point of contact for the board's attorney in legal matters. The president has the authority to call a meeting of the board at their discretion. Other board members do not have this authority and need two or more members to concur to hold a meeting.	<ol style="list-style-type: none"> <li>1. Sets the board meeting agendas.</li> <li>2. Conducts the board meetings according to Roberts Rules of Order.</li> <li>3. Proposes matters of condominium business for the board to review and vote.</li> <li>4. Reviews and votes on architectural requests after review by the Architectural Committee and in accordance with the established guidelines.</li> <li>5. Establishes committees as needed.</li> <li>6. Recruits suitable candidates for future board positions and VCC committees.</li> </ol>	Vice-President
Vice President	The Vice President's main duty is to fill in if the President is unable to do so. If the President is unable to attend a meeting, the Vice President assumes the role of the chair and runs the meeting. Other than that, the Vice President has similar duties to the remaining positions on the Board.	<ol style="list-style-type: none"> <li>1. Reviews and votes on architectural requests after review by the Architectural Committee and in accordance with the established guidelines.</li> <li>2. Reviews matters of condominium business proposed by the President and issues a vote.</li> <li>3. Recommends to the President suitable candidates for future board positions and VCC committees.</li> </ol>	Treasurer or as assigned by the President
Treasurer	The Treasurer is responsible for overseeing the Condominium Association's financial assets. This includes preparing and maintaining the budget and other financial records and monitoring the day-to-day financial health of the association. Other duties include review of the Association's	<ol style="list-style-type: none"> <li>1. Reviews and votes on architectural requests after review by the Architectural Committee and in accordance with the established guidelines.</li> </ol>	Chair of the Finance Committee or as assigned by the President

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	annual income taxes and audits, overseeing the investment portfolio, coordinating the preparation of the Reserve Study and plan, and working with the Finance Committee to prepare the annual budget and 5-year financial plan.	<ol style="list-style-type: none"> <li>2. Reviews matters of condominium business proposed by the President and issues a vote.</li> <li>3. Recommends to the President suitable candidates for future board positions and VCC committees.</li> </ol>	
Secretary	<p>The secretary is the custodian of the HOA’s formal documents. This role includes the responsibility for communicating meeting notices, agendas, and minutes to residents and storing them in a central location for future reference. This is achieved through postings to the VCC website that is the repository of official documents including the Bylaws, Declaration, and past Board meeting documents. The secretary also manages VCC email communication for residents to share information with other residents.</p> <p>The management company may assist in specific responsibilities of the secretary as defined with the agreements established between VCC and the current property management under contract.</p>	<ol style="list-style-type: none"> <li>1. Maintains the VCC website.</li> <li>2. Distributes meeting agendas in advance of board meetings.</li> <li>3. Distributes meeting minutes post board meetings.</li> <li>4. Reviews and votes on architectural requests after review by the Architectural Committee and in accordance with the established guidelines.</li> <li>5. Update and maintain resident’s access to the VCC website and email communication by adding and removing members as residents change.</li> <li>6. Reviews matters of condominium business proposed by the President and issues a vote.</li> <li>7. Recommends to the President suitable candidates for future board positions and VCC committees.</li> </ol>	Member at Large or as assigned by the President
Member at Large	The member at large is the fifth director on the board. The member at large participates in the board deliberations and management of the HOA. There are no specific duties assigned to the member at large but they are a viable backup for	<ol style="list-style-type: none"> <li>1. Reviews and votes on architectural requests after review by the Architectural Committee and in accordance with the established guidelines.</li> </ol>	As assigned by the President

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	other director roles if another director is unable to perform their duties.	2. Reviews matters of condominium business proposed by the President and issues a vote. 3. Recommends to the President suitable candidates for future board positions and VCC committees.	