

Board Members

ALL board members and directors must file for a FinCen number - see attached paper. This must be completed within 10 days of election.

President - If the HOA already has an EIN number the incoming President and/or Treasurer Must complete form 8822-B as the responsible party for the EIN number of the Corporation.

President, Treasurer and/or Director of the Condo Association must apply for the INC's EIN number within 10 days of election.

First Name: _____

Last Name: _____

Address: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

As a board member and or director of the Homeowners Association I accept the responsibility for the HOA as a Georgia Corporation and will uphold the Articles of Incorporation, Bylaws and Covenants of the HOA. This may require my personal information including but not limited to drivers license, social security number and or other personal information in order to uphold the office and/or position I have been elected or appointed to hold for the Association. This may require at time to time to sign on behalf of the Association.

HOA Board Duties Explained

Much like any organization, a homeowners association has a board of directors responsible for maintaining the community. Whether you're a regular member of the association or planning to volunteer for a position, it's important to familiarize yourself with the roles of the HOA board members.

1. President Duties



The president of an organization is often its “face.” They are expected to have the final say in most decisions and are generally responsible for any actions taken. However, that does not mean they do everything alone.

In community and homeowners associations, effective presidents spend most of their time acting as facilitators and communicators among the other officers. This means they need excellent communication, leadership, and management skills. It is their job to ensure all members of the board have an opportunity to weigh-in and that decisions are always made with the best interests of the community.

The president should never act on their own and always supports his or her board. The HOA board president takes on many administrative duties. This can include working with the management company in the preparation of meeting agendas and moderating meetings to ensure the agenda is followed. Additionally, the president is responsible for the signing of all contracts and any other legal document involving the association. They must also co-sign all checks alongside the treasurer.

2. Vice President Duties

The HOA board vice president's role is mainly to support the president. The VP stands in for the president in meetings the president is unable to attend or duties he/she is unable to fulfill. While not always an essential position, a vice president is a huge asset to boards that have them.

On many boards, the president may assign the vice president a task or duty that doesn't typically fall under the responsibilities of another officer. For example, they may preside over securing bids for maintenance projects or act as a liaison with the management company.

If you choose to organize your board into committees, the vice president might also serve as the chair or representative of the president to one or more of these committees. In small communities, the role of the vice president may seem redundant.

However, larger boards and communities will appreciate having the position on their boards.

Having an extra hand to fill in when needed is extremely important when there are lots to do and not enough time to do it. An effective vice president is flexible. Much like the president, he/she should be a strong communicator and can manage multiple projects at once, but he/she should also be ready to pick up slack as soon as the VP is needed.

3. Secretary Duties



To most people, a secretary's role isn't as important as others. However, the truth is actually far from it. In fact, it's one of the most critical HOA leadership roles.

Aside from delivering notice of meetings and diligently jotting down minutes, the secretary works in hand with the management company and is responsible for all association records. This includes homeowner information and maintenance history.

Additionally, the secretary works closely with the president and the management company to develop meeting agendas. Most secretaries also write and send the neighborhood newsletter to keep the company up-to-date on happenings and general association information.

4. Treasurer Duties



Treasurers handle all financial transactions of the association, both incoming and outgoing. They work closely with the management company and are responsible for reviewing dues, payments and approval of vendors payments outside of approved budgets.

At the end of the fiscal year, they should schedule and assist with an audit of the association books with a CPA, as well as prepare the annual budget and income and expenditure report for the rest of the board. The treasurer should work closely with the management company for accounting services and financial reports.

The responsibility of the treasurer should not be taken lightly. Poor management of association funds could create distrust and conflict within the community. It can even result in legal action. Therefore, the treasurer should be well organized, trustworthy, and responsible.

Understanding Personal Liability



Members of an HOA board can be held personally liable for certain actions or results. However, that doesn't mean they are free of protection. In fact, state laws and an HOA's governing documents can shield a board member from being held legally responsible.

Parish Crossing HOA Proxy Form

The undersigned Owners, or their voting representative for

_____ (address)

In Parish Crossing Homeowners Association hereby constitute and appoint:

_____ (Proxy Name)

As nominee, and proxy with peers of substitution for and in the name and place of the undersigned, to appear, represent, and cast votes only as I specifically instruct in reference to the following matters to come before the Parish Crossing Homeowners Association meeting to be held on

_____ (Meeting Date)

General Powers (check if appropriate)

_____ I hereby authorize and instruct my proxy to use his best judgment on all matters which properly come before the meeting.

Limited Powers (check if appropriate)

_____ I hereby specifically authorize and instruct my proxy to cast my vote in reference to the following matters. (Describe voting issue on the following lines)

_____ Accept _____ Reject _____

_____ Accept _____ Reject _____

_____ Accept _____ Reject _____

_____ Accept _____ Reject _____

_____ Accept _____ Reject _____

The undersigned ratify and confirm any and all acts and things that the proxy may do or cause to be done in the premises, whether at the meeting referred to above or at any change, adjournment, or continuation, and revoke all prior proxies previously executed.

Dated: _____

Unit owner: _____

Acceptance of Proxy:

The undersigned appointed as proxy above does hereby accept the responsibility for proxy as set forth above.