



North Carroll Farms Homeowner’s Association
Board of Directors Responsibilities

- President –** Acts as the chief executive officer of the Corporation
Presides over all meetings
Alternate POC for legal affairs
Communicates on behalf of the Board & Community with Town Officials
Acts in the absence of any Board Member not present or board position not filled
- Vice President –** Acts in the absence of the President
Primary POC for legal affairs
Acts in the absence of any Board Member not present or board position not filled
Maintains Community signs
- Secretary –** Records and stores all meeting minutes
Prepares all meeting agenda
Manages the HOA website
Responds to emails or forwards emails to Board Member of concern
Emails quarterly newsletters
Manages Official HOA Community Directory
- Treasurer –** Manages all HOA budget affairs
Mails annual dues notices
Manages the HOA master mailing lists
Ensures HOA compliance with annual financial review
Ensures corporation is in good standing with state
Files HOA taxes
- Architectural Committee Chair –** Ensures homeowners compliance with home improvement guidelines as defined in bylaws
Manages the Architectural Committee
- Land Use Committee Chair –** Requests and negotiates lawn maintenance/snow removal contracts
Ensure lawn maintenance/snow removal contractor compliance
Ensures compliance with Forest Conservation signs
Responsible for the maintenance/upkeep of HOA common areas
- Social Committee Chair –** Drafts & publishes HOA quarterly newsletter
Coordinates all community social events
(Ex. – Summer BBQ, Egg Hunt, Decorating Contest, Golf Tournament)

** This list is not all-inclusive, but represents the major responsibilities of each member **