

## *Board Member Elections Nomination Form*

Greetings Parish Crossing Homeowners Association INC Members,

My name is \_\_\_\_\_ and I'm excited to announce my candidacy for a position on the Parish Crossing Homeowners Association INC Board of Directors. I'm looking forward to working harmoniously with other board members and volunteers as well as the management team in an effort to continuously make Parish Crossing Homeowners Association INC a great place to live.

For those of you who don't know me, I have lived in Parish Crossing Homeowners Association INC for \_\_\_ years and have thoroughly enjoyed my time here.

Parish Crossing Homeowners Association INC board members must know how to plan and understand the budget, manage the association's finances, deal with disputes, discuss and carry out ideas, and listen to the membership.

These are my goals for the community:

1. \_\_\_\_\_  
\_\_\_\_\_.
2. \_\_\_\_\_  
\_\_\_\_\_.
3. \_\_\_\_\_  
\_\_\_\_\_.
4. \_\_\_\_\_  
\_\_\_\_\_.
5. \_\_\_\_\_  
\_\_\_\_\_.

If you like me and believe in my goals, please vote for me in the next Parish Crossing Homeowners Association INC Board of Directors election!

Thank you!

Regards,

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(email address)

\_\_\_\_\_  
(date)

***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.