

Board of Trustees

President

- organizes a meeting of the Board at least once every two months, more often if necessary
- presides at all Board meetings & annual meeting
- ensures all orders and resolutions of the Board are carried out
- signs all leases, mortgages, deeds, liens, other written instruments, and co-signs checks and promissory notes

Vice President

- shall act in place of the President in the event of his/her absence, inability or refusal to act
- shall discharge other duties as prescribed by the Board and should chair one committee if volunteers are lacking

Treasurer

- keeps record of all residents & current addresses
- receives and deposits all monies and disburses funds as directed by the Board
- co-signs all checks and promissory notes
- keeps proper books of accounts
- causes an audit of accounts to be made by a public accountant annually
- prepares an annual budget and a statement of income and expenses to be presented at the annual meeting
- checks HOA post office box weekly, as needed

Secretary

- maintains and updates HOA website
- checks HOA email and Facebook accounts frequently and forwards queries to the Board or the appropriate committee chair
- communicates information from the Board and committees to residents
- publishes and circulates annual newsletter and other occasional correspondence
- records votes & keeps minutes of Board meetings

At-Large

- shall discharge other duties as prescribed by the Board and should chair one committee below

Committees

Common Grounds

- responds to all complaints or queries regarding the condition of the common grounds, including but not limited to, the condition of the grass and landscaping
- communicates those concerns to the landscape companies
- recommends to Board which lawn care companies should be hired
- frequently examines conditions of the common grounds and reports this information to Board

Improvements

- organizes and oversees occasional improvements to the LW community, including but not limited to front and back entrance flower beds, painting street sign posts, general clean-up, etc.
- recommends additional improvements to the Board

Resident Affairs

- responds to all questions and queries from residents regarding their obligations under the Declaration
- issues notices to residents in violation of the Declaration, upon approval by the Board

Safety

- organizes efforts to curb speeding on LW's streets by maintaining correspondence with police for their assistance
- could organize a "neighborhood watch" program, if necessary

Welcoming

- checks with Treasurer periodically for list of new residents moving into LW
- organizes an effective way to welcome residents, including but not limited to presentation of a small gift, recognition on the HOA website and/or Facebook page
- presents new residents with up-to-date information (folder) about HOA & Medina
- organizes annual garage sale(s)