

Duties of Garrison Falls Homeowner Association (GFHOA) Executive Board Officers

An Overview of Responsibilities

President

The President serves as the chief executive officer of the GFHOA. Their duties include:

- Presides over all association membership and executive board meetings.
- Ensures that board resolutions are carried out.
- Represents the association in all official capacities.
- Oversees the general management of the association.
- Appoints committees and individuals from among the Unit Owners of the association to assist in conducting the affairs of the association.
- Coordinates with other officers and committees to ensure GFHOA's smooth operation.
- Performs all other duties incident to the office of president of a corporation organized under the laws of the Commonwealth of Pennsylvania.

Vice President

The Vice President assists the President and steps in when the President is unavailable. Their duties include:

- Assists the President in their duties and responsibilities.
- Presides over executive board and association meetings in the absence of the President.
- Assumes the role of President if the President is absent, unable to act or the position becomes vacant.
- Supports other board members and participates in committee activities.

Secretary

The Secretary maintains accurate records and documentation of GFHOA proceedings. Their duties include:

- Records minutes of all executive board and association membership meetings.
- Maintains official records, including bylaws, meeting minutes, and correspondence.
- Ensures that notice of meetings is given as required by the bylaws.
- Establishes that a quorum is present as required for meetings of the GFHOA.
- Manages the association's records and ensures their accessibility to members.
- Compiles and maintains an up-to-date list of Unit Owners recording the owner's name, their last known postal address and the address of unit(s) owned.

- Performs all duties incident to the office of secretary of a corporation organized under the laws of the Commonwealth of Pennsylvania.

Treasurer

The Treasurer oversees the financial health of the GFHOA. Their duties include:

- Manages the association's finances, including budgeting, accounting, and financial reporting.
- Collects and deposits dues and assessments from members.
- Maintains accurate financial records and ensures compliance with financial regulations.
- Presents financial statements at the executive board and membership meetings.
- Coordinates with auditors and financial advisors as necessary.
- Performs all duties incident to the office of treasurer of a corporation organized under the laws of the Commonwealth of Pennsylvania.

Additional Board Members

Other board members serve to support the officers and contribute to the governance of the association as permitted by the bylaws. Currently there is one additional member of the executive board who serves as Assistant Secretary. Their duties include:

- Participates in board meetings and decision-making processes.
- Serves on committees and works on projects as assigned.
- Provides input and expertise in their areas of knowledge.
- Assists in the enforcement of association rules and regulations.

Delegated Responsibilities and Committees

The President of the GFHOA executive board may designate individual board members or unit owners and/or establish committees to handle specific tasks or areas of concern. Current assignments and committees include:

- Architectural Review Committee (ARC): Reviews and approves changes to properties within the community as permitted by the GFHOA bylaws and ARC guidelines, currently delegated to the assistant secretary.
- Landscaping and Maintenance: Oversees the maintenance and repair of common areas and facilities and landscaping of units as specified in the GFHOA Chart of Maintenance Responsibilities. Oversight of these responsibilities are currently delegated to the vice president except for trash removal.
- Trash Removal: Oversees the removal of trash and recycling for residents of the community in accordance with the Chart of Maintenance Responsibilities; currently delegated to the secretary.

- Master Association Liaison: Serves as the GFHOA representative and liaison with the Links Master Association; currently delegated to the secretary.
- Resale Certificates: Prepares, certifies and executes resale certificates and statements of unpaid assessments and records the fees charged for these services. These responsibilities are currently delegated to the treasurer.
- Finance Committee: Assists the Treasurer in managing the association's finances.
- Social Committee: Plans and organizes community events and activities.

In conclusion, the officers of the Garrison Falls Homeowner Association Executive Board play an important role in preserving the visual appeal, value, functionality, and harmony of the Garrison Falls community. Each officer, with their specific set of duties, helps ensure the smooth operation and governance of the association, making Garrison Falls a desirable place to live.