

Governor's Square East HOA Board of Directors Roles and Responsibilities

- Current Board is comprised of a President, Treasurer, Secretary, and At-Large Board Members:
- The Board, as a whole, has the following roles and responsibilities
 - Meet in person w/ Edgewater Management Group approximately 8 times per year (meetings generally last 1 – 1.5 hours)
 - All other HOA related matters are handled via email correspondence
- As part of the in-person meetings, the Board addresses the following:
 - Review & approval of prior meeting minutes (to be posted to GSE HOA website)
 - Review monthly financial reports
 - Review HOA assessment status by homeowner and take appropriate action (late fees, fines, liens, etc.) as needed
 - Review any new business that would have been discussed via email since the last meeting, and could include any of the following (not all inclusive):
 - Annual HOA meeting preparation
 - Status / Repair of HOA Infrastructure
 - Recent homeowner concerns / complaints
 - Upcoming HOA mailings
 - Review and approval of Exterior Change Requests (if not done previously via email)
 - Review any old business from the previous in-person meeting that may not have been resolved:
 - Conduct a round table discussion within the HOA Board to discuss any other remaining items that the Board has been considering
- Additional responsibilities by the Secretary & Treasurer are as follows:
 - **Secretary** – records minutes of meetings for each in-person Board meeting, and submits to the Board for review & edits
 - **Treasurer** – makes sure that HOA vendors are paid, including: Edgewater Management, landscaping / snow plowing, HOA taxes, HOA mailings, insurance, etc.