

Approximate Duties of RPHOA Officers

President: Upkeep website; Handle foreclosures/coordinate property upkeep; Keep in contact with Real Estate Agents regarding houses for sale/coordinate property upkeep; Answer homeowner calls/emails.

Mail out violation letters; Create Quarterly Newsletters

Contact Metro regarding neighborhood issues etc.; Coordinate the maintenance of the Common Areas

Handle bulk mailings (Quarterly Newsletters, Annual Bills, Bill Reminders, Activity Fliers); Update home owner info on labels

File Annual Report; Put together agendas; Make copies for meetings etc.

Coordinate Block Party and Garage Sales etc.

Update database; Mail out Statement of Activities; Process Liens

Treasurer: Collect mail from the PO Box, Deposit money

Secretary: Take Minutes at all meetings

Community Pride Director: Schedule clean up days; Develop incentives for keeping property nice (Best yard contests, etc)

It is the responsibility of the President to oversee all officer duties and/or do them if necessary. (This would most likely be a *seasoned* Board Member from previous years)

*It is helpful if there is an Association meeting once a quarter. Board Members should attend.