

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.

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)

Vice President: Mail out violation letters; Create Quarterly Newsletters

Treasurer: Collect mail from the PO Box, Deposit money; Update database; Mail out Statement of Activities; Process Liens

Secretary: Take Minutes at all meetings; File Annual Report; Put together agendas; Make copies for meetings etc.

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

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

Recreation Director: Coordinate Block Party and Garage Sales etc.

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

*It is helpful if the Board meets once a quarter

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