

CARNELIAN WOODS TOWNHOUSE ASSOCIATION

Job Description: Board Director

Definition

A CW Homeowner who has voluntarily committed to become one of the nine (9) CW Board of Directors. This is usually for a period of three years and is referenced as the “term” a member serves. It is normal for a person to run to be elected to the board. However, under special situations a director may be appointed to the board when another director has, for whatever reason, left the board. Then this new director would serve the remaining time left on the director’s term.

Typical Tasks:

The member will be required to attend all board meetings as they are scheduled. These are usually set to meet on Saturday mornings and last from 1 to 3 hours. They are held in the Lodge. Attendance in person is preferable but for those meetings that cannot be attended in person the option to “call-in” is available and the information to do so will be available.

May be asked to serve to become part of a committee // or assigned to chair a committee. Some board positions, such as Insurance, require additional expertise or the need to perform extra research between meetings.

There will be the need to spend time between meetings preparing for upcoming meetings. Examples of this are as follows: Reading reports, reviewing financials, participating in events such as the annual rake-off, HOA parties, attending community meetings that could impact CW, etc.

The normal amount of board meetings is 6, which includes the Annual Homeowners meeting. The dates for these are set by the President of the Board.

Job Requirements / Knowledge:

- Must be a CW Homeowner
- Must have some understanding for accounting practices.
- Working knowledge of budgeting preparation and monitoring;
- Working knowledge of Carnelian Woods Homeowners Association By-Laws and Rules and Regulations;
- Discuss professionally prepared reviews of the property for insurance purposes, discuss, adopt, and implement policy to improve the HOA’s position with regard to

long-term financial expenditures (Capital Expenditures / Improvements .. such as re-paving of streets, replacement of equipment such as trucks and snow removal, etc.)

- Consider the need for changes in dues.
- Work as a TEAM member (Together Everyone Achieves More).
- Protect HOA's assets, both financial and physical.
- Encourage participation HOA activities, especially in obtaining quorum needed to move HOA activities forward.

Salaries and Benefits:

This is a voluntary position. No compensation will be due to the director. There may be "special conditions" where a director may be compensated for their expenses (mileage and room and board).