



Board President

- Attend all Board Meetings when possible
- Notify the Board Vice President and Board Members when unable to attend
- Lead and moderate all meetings according to Robert's Rules of Order
- Sign as the representative for all PCAHA official documentation
- Solicit assistance with and delegate Board responsibilities to other Board Members as necessary
- Bring the concerns of Members to the Board when phone calls and/or letters are received
- Act as liaison between the surrounding community, El Paso County and the PCAHA, bringing pertinent information to the attention of the Board and Members as may be necessary

Amendment to "PCAHA Articles of Incorporation, Article VII, Registered Office and Agent": When a newly elected Board Member accepts the position of President, he/she also accepts their address and name to be the "Registered Office and Agent" for PCAHA during their term in office. The amendment will be seen in the "Job Description of PCAHA Board Members" and will be posted onto the website. Please refer to April 20, 2015 Board Meeting Minutes.

Vice President

- Attend all Board Meetings when possible
- Serve as a member of the Executive Committee and fill in as President in her/his absence
- Assist the Board President in carrying out the work of the Board

Board Secretary

- Attend all Board Meetings when possible and perform all administrative duties as may be required by the Board - unless otherwise delegated by the President
- Take notes (or record for later transcription) at each Board Meeting
- Transcribe meeting notes into minutes and present for approval to the Board via email or other means as may be necessary
- Responsible for all Board mailings and/or emailing's to the Membership
- As may be necessary, hand-deliver any information to those Members without email
- Maintain and regularly update the HOA website for the benefit of Members
- Responsible for the annual electronic filing of HOA status with the State of Colorado
- Responsible for all record keeping of the Board's actions as required by State law (i.e. maintain the HOA notebooks/binders as historical records)
- In the absence of the Treasurer, provide and present the Treasurer's Report at each Board meeting
- Set all Board Meeting dates, time and place

Treasurer

- Attend all Board Meetings when possible
- Notify Board President and Board Secretary when unable to attend a Board Meeting Ensure that an up-to-date Treasurer's Report is provided prior to a meeting to the Board Secretary for presentation at the Board Meeting upon absence

- Ensure that all monies collected on behalf of the HOA are deposited into the PCAHA bank account within 5 business days of receipt
- Notify the President, or his/her designee, prior to payment of PCAHA bills in excess of \$100, not previously approved by the Board
- Make sure the proper signatures are on file at the bank
- Keep an up-to-date record of dues payments made by Members, and work to collect dues from those who have not paid – forwarding an up-to-date spread sheet indicating the status of dues payments to the Secretary prior to each Board Meeting
- Reconcile the PCAHA monthly bank statement
- Report at each scheduled meeting of any checks outstanding more than 30 days
- Send regular past due notices and keep detailed records for legal purposes
- Keep safe and maintain other financial records as may be required by CCIOA

### Members-at-Large

- Attend all Board Meetings whenever possible, and notify Board President in advance if being unable to attend to help ensure a Quorum is achieved
- Serve as members of the PCAHA Welcome sub-committee to welcome new residents and provide them with information about the PCAHA
- Arrange for Welcome packet(s) to be printed (coordinate with Secretary)

Welcome packet shall include:

- Welcome Letter
- Helpful Information
- Personal Information Release Form
- Contact information of current Board Members
- Plat Map of Pine Cone Acres
- Annual Homeowners Meeting held every August
- Forestry/Fire Mitigation Information
- Information of the Governing Documents and Policies can be found under the heading “*About Us*” at [www.pineconeacres.wordpress.com](http://www.pineconeacres.wordpress.com)

### All Board Members

- Continue with the current practice of displaying respectful and proper decorum at all PCAHA meetings, and being mindful to, at all times, set an example for Homeowners
- Any Board Members unable to attend a Board Meeting shall notify the President and/or Secretary of their planned absence as far in advance of the meeting as possible
- No Board Members shall share any privileged information with anyone outside of the Board of Directors - until such time as the information can and should be shared with the Members at a meeting
- Maintain current PCAHA Policies
- All Board Members shall make every effort to check their email inbox on a regular basis and respond as quickly as possible when asked