

WILLOW WOOD RESIDENT ASSOCIATION JOB DESCRIPTION

President

WWRA **Bylaw 3.1** states:

- a. have general charge over and authority over business and affairs of the corporation subject to the direction of the Board of Directors
- b. Have authority to preside at all meetings of the Board of Directors
- c. Have authority acting alone, except as otherwise directed by the Board of Directors, sign and deliver any document on behalf of the corporation, and
- d. Have such other duties and powers as the Board of Directors may assign to him / her

Responsibilities:

1. Hold quarterly meetings of Board of Directors
2. Schedule annual WWRA meeting each September
3. Oversee all responsibilities of Board of Directors
4. Post and / or select replacement for vacant positions
5. Maintain good status with state of Kentucky for WWRA
6. Review all legal matters with association attorneys
7. Receive and respond to neighborhood concerns

Revised: December 2010

WILLOW WOOD RESIDENT ASSOCIATION JOB DESCRIPTION

TREASURER

WWRA **Bylaw 3.5** states:

- a. have custody of all funds
- b. keep adequate and current account of corporation affairs and transactions
- c. have other duties as Board and President may assign

Responsibilities:

1. Bill and collect annual Association dues
2. Pay all bills as they become due.
3. Maintain Association bank account
4. Submit all Association Federal, state, and local tax filings
5. Respond to resident inquiries regarding annual dues and bills
6. Respond to mortgage companies / attorneys relative to property transfers

Primary Vendors:

1. Louisville Gas & Electric
2. Louisville Water Company
3. Pro Turf (grounds mowing & maintenance)
4. Carver Snow Removal
5. Waste Management (trash collection)

Revised: December 2010

WILLOW WOOD RESIDENT ASSOCIATION JOB DESCRIPTION

Secretary

WWRA **Bylaw 3.6** states:

- a. issue notices of all meetings
- b. keep minutes of all meetings and have charge of the corporate record books
- c. have other duties and powers as Board or President may assign him / her

Responsibilities:

1. Keep and maintain minutes of all Board meetings, annual association meetings, and any other meetings requiring Board attendance. Forward all minutes to Web Administrator for posting on website.
2. Quarterly newsletters. Gather information from Board Members and neighbors to publish quarterly. Get this information printed, purchase stamps, print mailing labels, and mail newsletters.
3. Maintain list of new neighbors, phone and address changes and create new Directory annually. Get this information printed, purchase stamps, print mailing labels, and mail Directory.
4. Pursue advertising for annual Directory.
5. Forward calls and letters regarding neighbor concerns to appropriate Board member.

WILLOW WOOD RESIDENT ASSOCIATION JOB DESCRIPTION

Vice President - Social Coordinator / Activities

WWRA **Bylaw 3.3** states:

- a. Manage and assign block captains as directed by the Board of Directors
- b. Disseminate information from the Board of Directors to all residents through the block captains
- c. Have general charge of all activities sponsored by the association
- d. May perform the duties of the president in his / her absence
- e. Have such other duties and powers as the Board of Directors or the President may assign to him / her.

Responsibilities:

1. Welcome new residents. Provide current phone Directory, Deed Restrictions, and current newsletter to new residents. Gift card will be presented to new neighbors.
2. Forward new neighbor names and addresses to Treasurer for annual dues, to Secretary for Directory, and to President.
3. Post sign at all entrances for the annual Resident Meeting.
4. Plan the four annual events within yearly budget and present all receipts to Treasurer.
5. Plan annual Willow Wood social events. Currently these events include:

Easter Egg Hunt

- forward dates to Secretary and Webmaster for newsletter and web site
- place signs at events one week prior to the event
- remove signage after the event and store for future use
- provide all receipts to Treasurer for reimbursement

Yard Sale

- forward dates to Secretary and Webmaster for newsletter and web site
- place announcement in newspaper
- place signs at events one week prior to the event
- remove signage after the event and store for future use

July 4th Parade

- forward dates to Secretary and Webmaster for newsletter and web site
- place signs at events one week prior to the event
- remove signage after the event and store for future use
- contact Middletown Fire Department to include fire truck in the parade
- obtain any city permissions/ permits for the parade
- map the parade route
- purchase ice cream and rent freezer
- provide drinks and ice for the picnic
- provide all receipts to Treasurer for reimbursement
- provide parade and picnic within budget

Christmas Decoration Contest

- forward dates to Secretary and Webmaster for newsletter and web site
- judge home decorations
- announce winners and provide awards
- submit winners names to Secretary for newsletter
- submit winners names to Web Master immediately after judging for posting on web site
- provide all receipts to Treasurer for reimbursement

WILLOW WOOD RESIDENT ASSOCIATION JOB DESCRIPTION

Vice President - Grounds and Maintenance

WWRA **Bylaw 3.** states:

- a. have general charge over all grounds maintenance and upkeep of the subdivision to include the common areas.
- b. Recommend to the Board of Directors rules pertaining to maintenance of property of the Corporation
- c. May perform the duties of the president in his / her absence
- d. Have such other duties and powers as the Board of Directors or the President may assign to him / her

Responsibilities:

1. Arrange for all grounds maintenance of the neighborhood (including entrances and common areas)
2. Arrange for snow removal and street treatment according to neighborhood guidelines. (Grounds person may authorize any treatment he deems needed even if exceeding guidelines)
3. Arrange for mowing of vacant houses in the neighborhood.
4. Maintain all signage in the neighborhood.
5. Respond to neighbor concerns regarding mowing, downed trees, blocked drains, street light outage, etc.
6. Present all bills to Treasurer
7. Maintain grounds within budget and notify President and Board if more budget is needed.
8. Oversee approved Capital Improvements.
9. Submit to the Board any requests for additional maintenance and improvement of the neighborhood.

Revised: December 2010

WILLOW WOOD RESIDENT ASSOCIATION JOB DESCRIPTION

Web Administrator

Responsibilities:

1. Update and maintain all aspects of the web site for Willow Wood
2. Maintain Web site license and forward all billing to Treasurer
3. Forward any neighbor emails with concerns to the appropriate Board member
4. Maintain confidentiality of all resident email addresses

Revised: December 2010