

Advisory Board Duties

President

Call and lead all meetings of the Homeowners Association and serve as the official spokesperson on all issues affecting the neighborhood. Establish draft budget for consideration by all Board members each year prior to the annual meeting. Establish agendas for all Association Board meetings and hold such meetings at least once each quarter.

Vice President

Assist President with his/her assigned duties as needed and fulfill the duties of the office of President when the President is absent or otherwise unavailable.

Treasurer

Keep all financial records of the Association and issue monthly reports to all Board members including a detailed report on all transactions, liabilities and account balances. Receive invoices and ensures prompt payment of all Association accounts payable. Treasurer can not sign any check for an amount more than \$50. Another officer of the Association Board must sign all checks over \$50.

Treasurer will prepare annual Homeowners Association dues invoices and mail them to all owners of property within Brookfield Park. Treasurer will also maintain a Post Office Box for the Association and make regular visits to the box.

Secretary

Take and maintain detailed minutes of all Association Board meetings and collect minutes from all committee meetings. Assist Treasurer in preparing and mailing all annual dues invoice statements.

Maintain records of all official correspondence regarding the Association. File all official paperwork and records with governmental entities including liens and legal filings. Ensure that a newsletter is produced and distributed at least four times per year.

Architecture Review Committee Chair

Ensure that projects undertaken by residents adhere to the covenants of Brookfield Park. This includes, but is not limited to: fences, exterior paint, sheds, antennae, etc. Chair may create applications and forms as needed to assist in maintaining standards as outlined in the covenants.

Streets, Parks and Grounds Committee Chair

General responsibility for all issues related to the community park, common ground, streets and sidewalks including landscaping and maintenance issues.

Mom's Council Representative and Social Committee Chair

Represent Brookfield Park at Mom's Council meetings. Plan, coordinate and promote social events for the benefit of Brookfield Park residents. This includes events such as summer picnics, Easter and other holiday festivities.