

Hearthstone of Ellicott Mills Condo Association Board Members' Responsibilities

President

- Coordinate and lead monthly board meetings, bi-yearly resident meetings and elections
- Serve as the primary point of contact with First Real Estate Management and HOA attorney
- Maintain email and voice message communication with the Community
- Chair the Architectural Committee
- Process applications submitted to the board for architectural modifications
- Chair of the Bylaws Committee
- Other duties as necessary

Vice President

- Conduct necessary business in absence of the President
- Coordinate maintenance of lawn and landscape with Columbia Grounds Management
- Organize efforts and solicit bids dealing with all aspects of the physical property (i.e., sidewalks, streets,
- painting, snow removal), and monitor projects
- Chair the Landscape Committee
- Oversee the Maintenance Planning Committee

Treasurer

- Serve as the primary contact with First Real Estate Management regarding all financial matters
- Coordinate Condo Master insurance policy
- Prepare budgets for presentation to the Board and Community
- Monitor the Reserve Study

Secretary

- Record and present minutes for monthly Board and Community meetings
- Confirm attendance at bi-yearly meetings and record election results
- Distribute and maintain a log of parking stickers
- Update and maintain the Community directory
- Serve as a backup webmaster and coordinate with the webmaster to post board meeting minutes and other information as required on the website

Member at Large

- Arrange the social events for community
- Coordinate use of the Club House by residents
- Assist other board members with ongoing projects as needed
- Chair the Social Committee
- Chair the Maintenance Planning Committee to support the Vice President on physical property issues
- Assist the Vice President with snow removal efforts