

# MRPOA Board Positions and Responsibilities

## President

The President of the Midway Ranches Property Owners' Association (MRPOA) responsibilities include, but are not limited to:

1. Responsible for leading ("the chair") of any and all meetings of the Association. The President may, from time to time, appoint any other Board member to chair a meeting when unable to attend.
2. Responsible for the timely filing of all required documents with Local, State and Federal government agencies as required by law.
3. Responsible to enforce the Covenants currently in effect for the Association.
4. Responsible for approval and signing of all documents relating to the operation of the Association in a timely manner, which include, but are not limited to:
  - a. Resolutions passed by the Board.
  - b. Legal documents required for the operation of the Association.
  - c. Covenant violation(s) notices to landowners.
  - d. Any other documents required for the operation of the Association.
5. Responsible for being the sole spokesperson for the Association to the media. The President, from time to time, may appoint any Board member to fulfill this role.
6. Responsible for approving and signing of payments (cosigning with the Treasurer) for all lawful expenditures of the Association.
7. Responsible to attend all Association meetings. Failure to attend three consecutive meetings of the Association without due cause will result in the automatic removal from office. Missing said meetings will be construed by the Association as a submission of a resignation.
8. President must be a "member in good standing" of the Association as defined in the Association's By Laws. If the President, after being in office, fails to maintain his/her status, will forfeit his/her position on the Board if the violation is not corrected within thirty (30) calendar days of notice..
9. The office of the President requires a commitment of not less than twenty (20) hours a month for official Association business, more time may be required as needed.
10. Report any observed unlawful activity or condition to the appropriate agency for immediate action.

## Vice President

The Vice President of the Midway Ranches Property Owners' Association (MRPOA) responsibilities include, but are not limited to:

1. Responsible for all of the duties described for the President's office during those times the President is unavailable.
2. Responsible for the verification and accuracy of all required documents submitted to Local, State and Federal government agencies as required by law. Vice President must approve and submit all documents to the President in a timely manner.
3. Responsible to enforce the Covenants currently in effect for the Association.
4. Responsible for creating and/or approving Covenant violation letters. Submit them for President's signature in a timely manner.
5. Responsible for the completion of all tasks assigned by the President in a timely manner.
6. Responsible to attend all Association meetings. Failure to attend three consecutive meetings of the Association without due cause will result in the automatic removal from office. Missing said meetings will be construed by the Association as a submission of a resignation.
7. Vice President must be a "member in good standing" of the Association as defined in the Association's By Laws. If the Vice President, after being in office, fails to maintain his/her status, will forfeit his/her position on the Board if the violation is not corrected within thirty (30) calendar days of notice.
8. The office of the Vice President requires a commitment of not less than fifteen (15) hours a month for official Association business, more time may be required, from time to time, as needed.
9. Report any observed unlawful activity or condition to the appropriate agency for immediate action.

## Secretary

The Secretary of the Midway Ranches Property Owners' Association (MRPOA) responsibilities include, but are not limited to:

1. Responsible for all of the duties described for the Vice President's office during those times the Vice President is unavailable.
2. Responsible for the creation and accuracy of all required documents submitted to Local, State and Federal government agencies as required by law. The Secretary must submit all documents to the Vice President in a timely manner for approval.
3. Responsible to enforce the Covenants currently in effect for the Association.
4. Responsible for creating Covenant violation letters. Submit them for Vice President's approval in a timely manner.
5. Responsible for the completion of all tasks assigned by the President and/or Vice President in a timely manner.
6. Secretary is responsible for keeping meeting minutes of all Association meetings, and publishing said minutes within three (3) business days. The Board must approve minutes within ten (10) business days after a meeting is held.
7. Secretary is responsible to maintain all Association documents in an archive, accessible by the Board and Association members as required by law.
8. Responsible to attend all Association meetings. Failure to attend three consecutive meetings of the Association without due cause will result in the automatic removal from office. Missing said meetings will be construed by the Association as a submission of a resignation.
9. Secretary must be a "member in good standing" of the Association as defined in the Association's By Laws. If the Secretary, after being in office, fails to maintain his/her status, will forfeit his/her position on the Board if the violation is not corrected within thirty (30) calendar days of notice.

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10. The office of the Secretary requires a commitment of not less than fifteen (15) hours a month for official Association business, more time may be required from time to time, as needed.
11. Report any observed unlawful activity or condition to the appropriate agency for immediate action.

### Treasurer

The Treasurer of the Midway Ranches Property Owners' Association (MRPOA) responsibilities include, but are not limited to:

1. Responsible for the financial status of the Association. Duties include, but are not limited to:
  - a) Verification and accuracy of all Association expenditures.
  - b) Preparation of payments for official Association expenditures.
  - c) Verify revenues to Association as being correct.
  - d) Maintain payment schedule calendar to insure timely payments, as required.
  - e) Create and publish monthly balance sheets for Association.
  - f) Prepare, sign and approve payments for President's signature.
  - g) Reconcile monthly bank statements.
  - h) Maintain electronic accounting records using tools approved by the Board.
  - i) Maintain a list of members who are in arrears and publish a monthly report.
  - j) Other duties as deemed required by the Board.
2. The position of Treasurer requires a background check to be made at the Association's request and expense. The Treasurer must not have any felony convictions. Misdemeanor convictions will be examined by the Board and treated on a case by case basis. In addition, Treasurer must be bondable by an insurance company. Failure to meet any of these requirements will be cause for removal from office.
3. Responsible to enforce the Covenants currently in effect for the Association.
4. Responsible for creating Covenant violation letters. Submit them for Vice President's approval in a timely manner.
5. Responsible for the completion of all tasks assigned by the President and/or Vice President in a timely manner.
6. Treasurer is responsible to maintain all financial Association documents in an archive, accessible by the Board and Association members as required by law.
7. Responsible to attend all Association meetings. Failure to attend three consecutive meetings of the Association without due cause will result in the automatic removal from office. Missing said meetings will be construed by the Association as a submission of a resignation.
8. Treasurer must be a "member in good standing" of the Associated as defined in the Association's By Laws. If the Treasurer, after being in office, fails to maintain his/her status, will forfeit his/her position on the Board if the violation is not corrected within thirty (30) calendar days of notice.
9. The office of the Treasurer requires a commitment of not less than twenty (20) hours a month for official Association business, more time may be required from time to time, as needed.
10. Report any observed unlawful activity or condition to the appropriate agency for immediate action.

### Member at Large

The Members at Large of the Midway Ranches Property Owners' Association (MRPOA) responsibilities include, but are not limited to:

1. Responsible to enforce the Covenants currently in effect for the Association.
2. Responsible for creating Covenant violation letters. Submit them for Vice President's approval in a timely manner.
3. Responsible for the completion of all tasks assigned by the President and/or Vice President in a timely manner.
4. Responsible to attend all Association meetings. Failure to attend three consecutive meetings of the Association without due cause will result in the automatic removal from office. Missing said meetings will be construed by the Association as a submission of a resignation.
5. Member at Large must be a "member in good standing" of the Associated as defined in the Association's By Laws. If the Member at Large, after being in office, fails to maintain his/her status, will forfeit his/her position on the Board if the violation is not corrected within thirty (30) calendar days of notice.
6. The office of Member at Large requires a commitment of not less than ten (10) hours a month for official Association business, more time may be required from time to time, as needed.
7. Report any observed unlawful activity or condition the appropriate agency for immediate action.