**Grayrock HOA Job Description**

-Knowledge of Word and Excel a must.

-Access to a computer, copier, fax, scanner necessary.

-Have room to store approx. 6 boxes of files.

-One Board member to handle the sign boards for Grayrock Orchard and North – must be able to store the boards and the letters and be willing to assist with announcements on a monthly basis

-Everyone on Board should be email friendly – much correspondence will be handled by email

1. Annual Meeting – January
* Take minutes
* Collect any dues from attendees
* Sign-in sheet
1. DPOR (Dept. of Professional & Occupational Regulation) certificate – Jan/Feb
* After receiving renewal in mail, get check from Treasurer, fill out form, make copies of both before sending in (include current list of Board Members)
* New certificate original goes in DPOR file, copy goes to disclosure packet for updating (Board Member)
* Check on new Common Interest Community Board Certificate Registration www.dpor.virginia.gov
1. Mailing out minutes Feb/Mar
* Mail out approved copies of minutes (email is acceptable, or distribute door-to-door with board members) along with a reminder list for residents regarding common neighborhood policies
1. State Corp Commission Report – June/July
* After receiving renewal, fill out forms, changing any board members as necessary
* Corp registration fee - $25 to treasurer of VA
* Corp annual report – current listing of our Board, President signs before sending
* Make copies of all for file before sending (won’t receive any return on these)
1. Organize Annual Meeting – October
* Discuss meeting date with Board (usually 2nd week in January but can be flexible)
* Reserve place to hold Annual Meeting i.e. Crozet, Brownsville, Library, Field School)
* If necessary pay for reservation – get check from treasurer
1. Prepare Annual Mailing to Membership – November
* Notice of Annual Meeting
* Annual Dues Invoice
* Meeting Agenda
* Year to date financial report
* Upcoming year proposed budget
* Any other reminders to Members
* Proxy ballot if necessary
1. Copies to Kinkos – November
* Copies of mailing
* Print mailing labels from Albemarle County GIS
* Buy 9 x 12 envelopes
* Organize time for Board to assemble mailings
* Pay for P.O. to mail as a bulk mailing
* Get notices in mail by Dec. 1
1. Collecting HOA Dues – Dec/Jan
* Pick up mail 2x/week at PO
* Log dues amt & date recd in master list (excel) –Treasurer
* Photocopy check and invoice stub for lot file, stamp w/recd date
* Get checks to Treasurer 2x/month or asap
* Track overdue lots and send late notices Feb 1, Apr 1, Jul 1 (Jul is last notice before sending to atty)
1. Board meetings – monthly
* Coordinate hosting locations in advance
* Reminder sent out via email 1 week before
* Take minutes, recording carefully any action items
* Send out minutes for review before next meeting
1. ARB submissions
* Get from PO box
* Ensure submission is complete: signed form, all necessary documents, $5 check (copy for file)
* Make 4 copies of all documents (3 for committee members, 1 for return to homeowner)
* Prepare committee letter and signature form for each submission
* Notify ARB chair to pick up or drop off
* After submission approved, prepare and send approval letter with copies of documents to homeowner, noting any conditions of approval and reminding of time frame; make copies – 3 copies of approval letter – 1 to homeowner, 1 to lot file, 1 to ARB file.
* File original documents with approval letter and ARB signatures and check copy in lot file
1. Mail, phone calls, etc.
* Pick up mail 2x/week – easier for Treasurer to do this to get bills, etc.
* Give ARB forms to ARB committee member
* File any new insurance policies, etc. Copy of insurance policy for Disclosure Packet
* File complaint letters in lot files, make copies to review at Board meetings
* Receive phone calls regarding issues, to be forwarded to Board for review
* Assist other Board memberts
* Purchase paper, ink, envelopes, stamps, etc. for use by HOA (will be reimbursed by Treasurer)
* Track re-sales to determine new homeowners for master list (can be found on county website soon after closing, but copy of receipt of disclosure packet should be forwarded to HOA). Go to [www.albemarle.org](http://www.albemarle.org) then eGovernment, then GIS Web, then search by subdivision. We are listed as Grayrock Orchard AND Grayrock North. The Lot # is in the parcel number Ex: Parcel Id#: 055D0-01-00-00100. The highlighted number within the parcel ID # is the lot#.