

# HOA BOARD POSITIONS AND DESCRIPTIONS

Position Title	Responsibility	2022 Election Term
President – Officer (See HOA Bylaws for detailed description)	<ul style="list-style-type: none"> <li>• The President is the Chief Executive Officer of the corporation and controls the Board and has general supervision, direction, and control of the activities of the Officers.</li> <li>• The President presides at all meetings of the Board and HOA.</li> <li>• The President can be a member of all committees, if any.</li> </ul>	One-year term (Elected in <b>Odd #</b> Years)
Vice President – Officer (See HOA Bylaws for detailed description)	<ul style="list-style-type: none"> <li>• In the absence or disability of the President, the Vice President has all the powers of the President and, in addition performs other duties as may be prescribed by the Board or the Bylaws.</li> </ul>	Two-year term (Elected in <b>Even #</b> Years)
Secretary – Officer (See HOA Bylaws for detailed description)	<ul style="list-style-type: none"> <li>• The Secretary keeps a book of minutes of all meetings of the members, the Board and its committees and records the names of those Board members present.</li> <li>• The Secretary keeps the original and a copy of the corporation's Articles and Bylaws, as amended to date.</li> <li>• The Secretary keeps a copy of the California Nonprofit Mutual Benefit Corporation Law.</li> <li>• The Secretary gives notice of all meetings of the Board and any committees of the Board required by the Bylaws or law to be given, performs other duties as prescribed by the Board.</li> <li>• The Secretary keeps a register of dues paying members, or a duplicate register</li> </ul>	One-year term (Elected in <b>Odd #</b> Years)
Treasurer – Officer (See HOA Bylaws for detailed description)	<ul style="list-style-type: none"> <li>• The Treasurer is the Chief Financial Officer of the corporation and maintains, adequate and correct accounts.</li> <li>• The Treasurer deposits all monies in the name of the corporation.</li> <li>• The Treasurer disburses funds of the corporation as ordered by the Board, provides the President and the Directors an accounting of all transactions and the financial condition of the corporation.</li> <li>• An audit of the HOA accounts is to be conducted at the conclusion of each fiscal year (June 30). The results will be reported at the next general membership meeting but not later than July.</li> <li>• Treasurer maintains a checking account of HOA funds.</li> <li>• As necessary, Updates CA Secretary of State Corporation Statement of Information.</li> <li>• Files CA State Tax via 199N e-postcard.</li> <li>• Yearly (thru 2025) ensures receipt of \$1,000 ELS payment for the JAMS account.</li> </ul>	Two-year term (Elected in <b>Even #</b> Years)

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Director of GSMOL	<ul style="list-style-type: none"> <li>• The Director of GSMOL stays informed of legislation and changes to the MRL as it may affect residents.</li> <li>• He/She will review GSMOL activity and announce possible legislation activity that may require support from residents.</li> </ul>	One-year term (Elected in <b>Odd #</b> Years)
Director of Communications	<ul style="list-style-type: none"> <li>• Director of Communications manages and initiates Robocalls and blast emails providing notification of upcoming HOA meetings.</li> <li>• He/She also sends out blast emails as requested by the HOA board.</li> </ul>	Two-year term (Elected in <b>Even #</b> Years)
Director of Policy & Procedures	<ul style="list-style-type: none"> <li>• Director of Policy &amp; Procedures reviews and determines modifications to any policy or procedure the park may introduce to ensure compliance with the MRL and informs residents of these changes.</li> <li>• He/She may suggest various Policy or Procedures to enhance the living environment or safety at DeAnza.</li> </ul>	One-year term (Elected in <b>Odd #</b> Years)
Director of Park Concerns	<ul style="list-style-type: none"> <li>• Director of Park Concerns maintains a log of complaints and suggestions from residents regarding park maintenance items or suggestions for improvements.</li> <li>• He/She shall review this list with management on a monthly basis and report status to the HOA Board.</li> </ul>	Two-year term (Elected in <b>Even #</b> Years)
Director of Emergency Response	<ul style="list-style-type: none"> <li>• The Director of Emergency Response communicates with ELS management to keep abreast of the Park emergency response procedures.</li> <li>• He/She may provide some additional help that relates to emergency procedures, i.e., items to store and for emergency.</li> <li>• ELS by statute is required to prepared an implement emergency procedure in the event of fire, earthquake, flood, etc. We can provide helpful emergency information, or other measures if needed, in addition to ELS's responsibility, but the duty to provide emergency information is EL's alone.</li> </ul>	One-year term (Elected in <b>Odd #</b> Years)