

The Buckhorn Property Owner's Association

Officer's and Committee Chairman's Position Descriptions:

1. President

- a. Supervise and manage all officers and committee chairmen actions.
 - i. The President will be the direct contact person for all officers and chairmen.
 - ii. The President will be required to authorize all transaction(s), case(s), project(s), and/or instance(s) that affect the Buckhorn Subdivision, with a written signature on the provided proper documentation provided by the officer and/or chairman; officer/chairman submitted report(s).
- b. Attend and oversee all Board of Directors' meetings and annual POA membership meeting(s).
 - i. NOTE: If the President is unable to attend the Board of Directors' meeting, the Board would then appoint an overseer by nomination and majority approval to conduct the meeting.
- c. Provide report(s) to the Board of Directors on behalf of, but not limited to, all officers, committee chairmen, and action(s) within the Buckhorn Subdivision.
- d. Available budget will be decided upon by the majority vote of the Board of Directors
 - i. However the President will be granted an allowance, not to exceed \$50, for each specific and individual case, project, and/or instance before approval from the Board of Directors is required. Proper receipts/invoice(s) need to be submitted to the Treasurer for reimbursement.

2. Vice President

- a. Assist the President of the supervision and management of all officers and committee chairmen in those instance(s) that the President is not available to attend and/or oversee.
 - i. The Vice President will be the secondary contact person for officers and committee chairmen if the President is unable to be contacted.
 - ii. If the President is unable to be reached for a period of 48 hours, the Vice President would then act on an individual and specific case, project, and/or instance until the President was available.
 1. If the President and Vice President are both unavailable for greater than 48 hours, all officer and committee chairmen are to contact any member of the Board of Directors.

- b. Available budget will be decided upon by the majority vote of the Board of Directors
 - i. In the instance(s) that the President cannot be contacted and action is required, the Vice President will have an allowance, not to exceed \$50, for each specific and individual case/project before approval from the Board of Directors is required. Proper receipts/invoice(s) need to be submitted to the Treasurer for reimbursement.
- c. The Vice President is not required to attend the Board of Director meetings, but is required to submit a written, documented report on this position to the President prior to every Board of Director and annual POA membership meeting.
- d. In the absence of the President, the Vice President will oversee and conduct the annual POA membership meeting(s).
- e. Any action(s), case(s), project(s), and/or instance(s) affecting the Buckhorn Subdivision need to be authorized by the President before implemented and/or acted upon. This authorization must be submitted in a written document detailing the intended action(s) cause(s), effect(s), and cost. If Buckhorn POA funds are being utilized, (3) bids and a contract need to be obtained and submitted with the documented request. Verbal authorization will be deemed acceptable when a third party is present to witness the verbal authorization. If verbal authorization is acted upon, the written submission is still required within (5) business days for the President's authorization signature. If

3. Treasurer

- a. Collect and account for all Buckhorn POA members' assessments and fees.
- b. Generate and issue notice(s) of payment delinquencies, lien(s), and/or any owed monies to the Buckhorn POA.
- c. Register all lien(s) with the circuit court.
- d. Provide quarterly reports to the Board of Directors of all accounts listed, but not limited to: debits, credits, liens, delinquencies, and any information deemed necessary in conjunction with the above.
- e. Payment of the Buckhorn Subdivision insurance.
- f. Provide an annual report/audit to all members of the Buckhorn POA at the annual meeting or at the end of the calendar year.
- g. Issue payments to officer(s) and chairmen for reimbursement of official Buckhorn actions upon receiving the necessary receipt(s) and/or invoices.
 - i. NOTE: This amount should not exceed \$50 on an individual and specific case, project, and/or instance. Any reimbursement of monies greater than \$50 has to be approved by the majority of the Board of Directors.

- h. Available budget will be decided upon by the majority vote of the Board of Directors.
 - i. The Treasurer will have an allowance, not to exceed \$50, for each specific and individual case, project, and/or instance before approval from the Board of Directors is required.
- i. Any action(s), case(s), project(s), and/or instance(s) affecting the Buckhorn Subdivision need to be authorized by the President before implemented and/or acted upon. This authorization must be submitted in a written document detailing the intended action(s) cause(s), effect(s), and cost. If Buckhorn POA funds are being utilized, (3) bids and a contract need to be obtained and submitted with the documented request. Verbal authorization will be deemed acceptable when a third party is present to witness the verbal authorization. If verbal authorization is acted upon, the written submission is still required within (5) business days for the President's authorization signature.

4. Secretary

- a. Attend Board of Directors' and annual POA membership meetings, record minutes, and produce meetings' minutes to the Board of Directors and the association for approval per state governing laws.
- b. Provide a written, documented report of this position prior to all Board of Directors and annual POA membership meetings.
- c. Submit all required documentation to the County of Allegheny and the State of Virginia per county and state law requirements.
- d. Maintain and update all Buckhorn POA members contact information.
- e. Provide a Welcome Packet upon request to member(s).
 - i. NOTE: Per state laws, the association can charge a fee for provision; see Chapter 26, title 55 of the Code of Virginia for details.
- f. Available budget will be decided upon by the majority vote of the Board of Directors.
 - i. The Treasurer will have an allowance, not to exceed \$50, for each specific and individual case, project, and/or instance before approval from the Board of Directors is required. Proper receipts/invoice(s) need to be submitted to the Treasurer for reimbursement.
- g. Any action(s), case(s), project(s), and/or instance(s) affecting the Buckhorn Subdivision need to be authorized by the President before implemented and/or acted upon. This authorization must be submitted in a written document detailing the intended action(s) cause(s), effect(s), and cost. If Buckhorn POA funds are being utilized, (3) bids and a contract need to be obtained and submitted with the documented request. Verbal authorization will be deemed

acceptable when a third party is present to witness the verbal authorization. If verbal authorization is acted upon, the written submission is still required within (5) business days for the President's authorization signature.

5. Committee Chairman

- a. Each individual and specific committee and chairman will adhere to this section.
- b. Each individual and specific committee chairman has the right to hold meeting(s) that pertain to action(s) that are specific to their committee.
 - i. All committee chairman are required to post their meeting(s) date and time via an avenue that the majority of the POA members can obtain at least (5) business days prior to the meeting date and time.
 - ii. All committee chairmen are required to take minutes of their meeting(s) and submit a copy to the President within (60) days of the meeting's conclusion.
- c. Available budget will be decided upon by the majority vote of the Board of Directors.
 - i. Each committee chairman (not each individual in the committee) will have an allowance, not to exceed \$50, for each specific and individual case, project, and/or instance before approval from the Board of Directors is required. Proper receipts/invoice(s) need to be submitted to the Treasurer for reimbursement.
- d. The chairman will be the direct contact person for the committee members.
 - i. Secondary contact will be the President (and Vice President in the instances described under the Vice President's descriptions).
- e. The chairman will report directly to the President (and Vice President in the instances described under the Vice President's descriptions).
- f. Each committee chairman will submit a written, documented report on this position to the President (and Vice President in the instances described under the Vice President's descriptions) prior to all Board of Directors and annual POA membership meetings.
- g. Any action(s), case(s), project(s), and/or instance(s) affecting the Buckhorn Subdivision need to be authorized by the President before implemented and/or acted upon. This authorization must be submitted in a written document detailing the intended action(s) cause(s), effect(s), and cost. If Buckhorn POA funds are being utilized, (3) bids and a contract need to be obtained and submitted with the documented request. Verbal authorization will be deemed acceptable when a third party is present to witness the verbal authorization. If verbal authorization is acted upon, the written submission is still required within (5) business days for the President's authorization signature.