

WOODCREEK PROPERTY OWNERS ASSOC.
McHenry, IL 60051

Office of President
Duties and Responsibilities
July 2020

This position fills both Board member and Officer of WPOA

General supervision of affairs and activities of the Association.

Establish agenda and chair all meetings of the Association. Meetings shall follow Roberts Rules of Order.

De-facto chairman of all committees, including the Architectural Review Committee.

Coordinate response with Treasurer for requests from lawyer/sales agent/property owners with appropriate documentation for sale of property.

Review and approve documentation for yearly State and Federal income tax forms for CPA prepared by Treasurer.

Co-signature authority on all financial accounts of the Association. All checks issued by the association must be co-signed by the President and Treasurer. Accounts are held at Blackhawk bank in McHenry.

Act as the formal interface and primary point of contact (POC) for the Association.

Resolve any member issues or disputes.

Contribute articles, as necessary, to the association newsletter.

Fulfill any other requests made upon the President.

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Office of Vice President
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Assume all duties of the President in his/her absence

Assist other officers and committee members, as needed.

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Office of Treasurer
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Collect all fees due and disperse all payments. This requires frequent trips to the post office and bank (Blackhawk).

Balance the checkbook monthly and prepare the quarterly Treasurer's Report.

Attend all meetings of the Association.

Reply to requests from lawyer/sales agent/property owners with appropriate documentation for sale of property.

Reply to all requests from insurance companies regarding our policies for liability on property and D&O. We have two insurance agents.

Prepare and file necessary paper to the State of Illinois for Not For Profit organization. This form is filed yearly.

Prepare necessary documentation for yearly State and Federal income tax forms for CPA to prepare and submit.

Update the WPOA membership list and distribute to Board members. Requires obtaining names of new property owners.

Fulfill any other requests made upon the Treasurer.

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Office of Secretary
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Keep all formal minutes of meetings.

Assemble and mail yearly dues notices to all members.

Custodian of Association records and documents.

Publication and production of the Association newsletter.