

Secretary's Tasks

Communications:

- After first meeting – email Township new board announcement (see template documents on website)
- After first meeting – email Police Department new board announcement (see template documents on website)
- Blast emails through website of upcoming community events
- Blast emails through the website of any important community notices
- Respond to any website-directed queries from homeowners
- Maintain a digital folder system of all pertinent correspondence with homeowners to pass over to the next Secretary
 - Keep all HOA correspondence for a year
 - Keep all complaints indefinitely

Minutes:

- Keep complete and accurate minutes for each HOA Board meeting
- Post Minutes on the website, in the Business → Board Meeting Minutes → appropriate year section

Website:

- Update the website as necessary and appropriate
 - Business → Board/Committee → Board of Directors: update board members and positions
 - Useful Information → Requests/Questions: use the Add/Edit/Delete to change the board positions for email forwarding
 - Business → Realtor Information → Choose Category Pulldown to Insurance Information & Res: Update the Instance Information and Resale document to show the current treasurer's name and email address
- Contact "Ahome.net" (our web services provider) as necessary to update the site when the updates are beyond the scope of what can be performed by Board members
- Assist homeowners with site usage directions as needed
- Contact the Register.com to keep the woodsofsaxony.org website domain current. We should renew in 2016.