

THREE ELK RUN HOMEOWNER'S ASSOCIATION - OFFICER DUTIES

PRESIDENT:

- 1.) Sets up annual meetings
- 2.) Presides over all meetings
- 3.) Main agent of contact
- 4.) Oversees HOA issues

VICE-PRESIDENT:

- 1.) Presides over meetings in President's absence
- 2.) Corresponds with Homeowners via e-mail

SECRETARY/TREASURER:

- 1.) Maintains checking account
- 2.) Invoicing and collection of dues
- 3.) Pays bills
- 4.) Maintains Quickbooks accounting database
- 5.) Prepares financial statements
- 6.) Files annual report with State of Colorado
- 7.) Works with accountant to prepare and file annual taxes
- 8.) Renews insurance
- 9.) Takes minutes at meetings

Treasurers Calendar

Jan	Q1/Q2 Billing, Tax info to John Virgilli (BS, P&L, Year-end Bank Statement)
Mar 15	Taxes Due – John Virgilli CPA
Jun 20	Secy of State renewal by internet. www.sos.state.co.us
Jun 20	Insurance premium due with Neil Garing. Also return signed forms sent to you
July 1	Q2/Q3 Billing