

Twinbrook Owner's Association
Lorton, VA 22079
4 November 2019

Dear Homeowner Volunteer:

CONSIDER RUNNING FOR A POSITION ON YOUR HOA BOARD!

Over the past three years, our HOA has undergone significant, positive changes. Thanks to a successful partnership between your current Board members, Twinbrook Owner's Association has achieved much.

- Our HOA is in very good financial health
- Our HOA has made several improvements to our common areas
- Our HOA has reduced the number of delinquent homeowner accounts
- Our HOA has achieved nearly 100% compliance with the first notice for violations
- Our HOA has managed to avoid significant assessment increases or special assessments

This is good news for anyone thinking of running for the Board because it means that the Board is now in "maintenance" mode. A solid foundation has been laid; effective and successful policies and procedures have been implemented; we regularly add to our Reserve Account, and we have a finely tuned team-approach concerning HOA governance and association management.

All that's required is to find interested, dedicated homeowners willing to help continue these efforts. The hard part is done! It won't take a lot of time or effort on your part, and the expectations are simple:

- *Attend monthly BOD meetings*
- *Vote on issues as required*
- *Adapt the annual HOA budget*
- *Maintain/build the Reserve Account*
- *Adopt or amend rules, guidelines or policies as needed*
- *Continue to strive toward "voluntary compliance" of our HOA documents*

That's it! It's not difficult and current position descriptions are attached for additional reference. We're doing things right and we care about our community and residents. Help us keep Twinbrook Owner's Association one of the good HOAs. Serve on our HOA Board.

VOLUNTEER! PARTICIPATE!

I WANT TO VOLUNTEER!

Name: _____

Phone: _____

Email: _____

Area of expertise/interest: _____

TOA BOD Officer Position Descriptions

General Board of Director (BOD) Duties:

- Attend Annual BOD Meeting
- Set agenda for Annual Meeting
- Negotiate and manage contracts:
 - Trash/Recycling
 - Ground Maintenance (managed by Landscaping Committee)
 - Landscaping
 - Irrigation
 - Snow Removal
 - Other contracts (i.e. road repair, curb painting, retaining wall maintenance)
- Addresses questions/inquiries/complaints
- Makes decisions following Declaration of Covenants, Conditions and Restrictions and By-laws

President:

- Member of the BOD
- Chief Executive Officer of the Cooperation (President of the BOD)
- Chairs Annual Meeting
- Levies fines for non-compliance/late assessment payments
- Assistant Treasury (co-signs checks); Xavier already had this duty when he became president
- Approves contract execution

Vice-President:

- Co-chairs Annual Meeting

Secretary:

- Sends out and delivers notices and proxies for the Annual and Special Meetings
- Takes notes and coordinates and publishes minutes for the Annual Meeting

Treasurer:

- Sends invoices for quarterly assessments. Collects assessments and late fees.
- Pays Association bills
- Develops annual budget and financial statements in coordination with the BOD
- Files for all Association licenses, state registrations, and income taxes
- Manages Association bank accounts
- Provides financial guidance concerning all expenditures and Reserve Study considerations