

Officers of the Association for Twin Branch Acres

President

-All board members are to be property owning residents, reside in TBA and be active dues payers.

The president of an association is vested with all the powers generally given to the chief executive officer of a corporation. While specific by-law provisions may vary the president's duties, it is generally presumed that he or she will preside at all meetings of the board and the membership. The president will execute contracts, orders and other documents in the name of the association as its agent. When signing documents, the president should indicate the capacity in which he or she is signing in order to avoid any personal liability since the president's signature, under most circumstances, will bind the association under a doctrine of inherent powers.

The president serves as spokesman for the board of directors in most matters relating to general association business. Like all officers of the association, the president has an affirmative duty to carry out the responsibilities of the office in the best interests of the association. Unless otherwise specified in governing documents, the president serves at the will of the board of directors and can be removed with or without cause at any time by a majority of the full board.

Vice President

The vice-president is vested with all the powers, which are required to perform the duties of the association president in the absence of the president. The vice president does not automatically possess inherent powers to act in the capacity of the chief executive officer, and may act for the president only when the president is actually absent or otherwise unable to act. The vice-president may assume such additional duties as are defined by the board of directors.

Secretary

The secretary of the association is responsible for keeping and maintaining a record of all meetings of the board and the membership and is the custodian for most of the official records of the association. The position of secretary is not simply a clerical position. The secretary will keep the minutes of the meetings, As the custodian for the minutes and other official records of the association, the secretary is responsible for ensuring access to those records by the members of the association and their authorized representatives.

Treasurer

The treasurer is the custodian of the funds, securities and financial records of the association. The TBA treasurer is responsible for coordinating the development of the proposed annual budget and for preparing and giving the annual financial report on the financial status of the association.

The treasurer does not have the authority to bind the association or the board of directors in dealings with third parties unless the board has provided express authority for the treasurer to do so. The treasurer will ultimately be responsible for insuring that the financial records of the association have been maintained properly in accordance with sound accounting practices.

The association acts through its officers and agents. The board of directors makes the policies for the association, but the officers and agents carry out these policies and administrative functions for the community. All of the officers have an affirmative obligation to act with utmost good faith towards the association and cannot deal in the funds or the property of the association to their own self-advantage.

Unit Representative

TBA has 5 units and each must be a resident of the unit for which they are elected. They are a point of contact for the property owners in their unit. They work with the board members to keep members informed of "happenings" in their neighborhood. They attend scheduled meetings with the board.

Our other committees that we can always use extra volunteers for are posted below. They are not elected, but are on a volunteer basis. The Safety and Welcome Committee have volunteers in place but the Activities Committee would be new and it would be to help come up with new activities in TBA.

Welcoming Committee -

- The position would be to help organize and distribute baskets to the new homeowners in TBA.
- Communicate to others to donate items for baskets. Neighbors that may have local business that would give discounts or items to add to baskets.
- Attending monthly meetings with the board.

Safety Committee -

- The position would be to help organize and come up with ideas to continue to help keep TBA a safe neighborhood.
- Organizing people in the different units to keep a watchful eye for suspicious vehicles and people.
- Keeping folks aware of various issues through website, Facebook or email.
- Organizing meetings with our local Resource Officer to speak at a social for ideas to keep your home safe.
- Coordinating with Hillsborough County Neighborhood Watch program.
- Attending monthly meetings with the board.

Activities Committee -

- The position would be to help create ideas and organize activities at socials (Fallfest, or Winterfest) or other events within the neighborhood.
- Possible ladies' night, guys' night, games and activities at TBA sponsored functions.
- Organizing community service functions for teens in TBA to obtain volunteer hours. (trash pick up, horse trail cleanup, helping with games at functions)
- Attending monthly meetings with the board.

A Recap of the Board Member's Role:

Acting through the board as a whole, a board member should:

- Enforce the documents
- Establish sound fiscal policies and maintain accurate records
- Develop a workable budget, keeping in mind the needs, requirements and expectations of the community
- Establish reserve funds
- Act on budget items and determine assessment rates
- Appoint committees and delegate authority to them
- Provide adequate insurance coverage, as required by the bylaws and local governmental agencies
- Inform board members of all business items that require their vote
- Inform members of important board decisions and transactions
- See that the association is protected for the acts of all parties with fiscal responsibilities
- Attend and participate at meetings