

Stone Wood Hills Home Owners' Association

Officer and Board Member Nominations

11/1/2012 – 10/31/2013

Please indicate the name and phone number of the person to be nominated for election. New Officers and Board Members will be announced and introduced during the Annual Meeting on October 25, 2012, at 6:30 p.m. Location: **Broken Arrow Library, 300 W. Broadway Avenue.**

Complete and mail this form to the address below **by October 1, 2012**. We are asking that you nominate yourself, or someone you feel confident will ably handle the tasks in the Officer Job Descriptions (see attached). This is a very important matter, as these people will be donating their time and efforts to making our neighborhood a great place to live!

Thank you in advance for your serious consideration of this matter.

Stone Wood Hills Homeowners' Association
P.O. Box 140713
Broken Arrow, OK 74014

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

Board Member: _____

Board Member: _____

Board Member: _____

Board Member: _____

OFFICER JOB DESCRIPTIONS

The Stone Wood Hills Homeowners' Association has four elected Officers: President, Vice-president, Secretary and Treasurer. During the annual meeting each October, all nominations are finalized for these positions. A Homeowner may nominate himself/herself or someone he/she recommends for the job. Please keep in mind that ALL of these are VOLUNTEER POSITIONS, and require extra time and attention.**

Below is a brief list of some of the job responsibilities/skills needed for each position. Please keep them in mind when deciding your nomination.

President: Attends/conducts monthly HOA meetings (typically the 2nd Thursday of each month). Oversees the activities of each committee, reviews appropriate budget constraints/guidelines and initiates new programs or activities which are conducive to neighborhood improvement. Excellent negotiation and people skills are a must!

Vice-President: Attends/helps conduct monthly HOA meetings. VP serves as leader when President is unavailable and assists with overseeing committee activities, budgets, and HOA guidelines. VP handles most concerns/inquiries from homeowners and builders. VP must possess excellent negotiation and people skills.

Secretary: Organizes/attends/records monthly HOA meetings. Secretary serves as the central communications between all Officers and Board Members, and is responsible for writing letters and posting meeting minutes. Secretary checks the website email for inquiries and forwards to intended recipients. Secretary should possess good organizational skills, people skills and knowledge of Microsoft Word/Excel.

Treasurer: Attends monthly HOA meetings. Reports the financial position of the HOA at each monthly meeting. Treasurer is required to send annual dues invoices in July, and collect and document dues received. Treasurer checks HOA mailbox regularly, makes bank deposits, writes checks to pay HOA monthly expenses and monitors email account. Treasurer must have good organizational and people skills. Treasurer must have a working knowledge of Word and Excel with the ability to create and maintain Excel formulas/calculations.

In addition to the elected Officers, the HOA needs Board Members who will oversee the **Landscape**, **Architectural**, **Website** and **Communications/Newsletter** Committees, so if you are someone, or know someone, who has related applicable abilities/interests, please so note on the Nomination Form. **The more Homeowners who are involved, the better for our neighborhood!**

** It should be noted that if we are unable to elect the required Officers and Board Members, responsibility for handling HOA duties will have to be turned over to a professional organization specializing in these matters. As you can imagine, this will be an additional cost and most likely require an increase in dues.