

Master Calendar of Responsibilities – WPOA

V1 EAK

2/1/2015

Month	Treasurer	Secretary	Maintenance/ Landscaping
January	<ol style="list-style-type: none"> 1. 1099 forms are due to vendors by 1/31. Insure that all vendors who are supposed to get a 1099 are indicated correctly in Quick Books. Contact the company and use a W-9 to obtain the TIN, if needed. Purchase forms in Office Depot. Follow the directions in QuickBooks. 2. 1096 form is due to IRS. This is also generated by QuickBooks. If ordered early enough, the forms can be ordered from IRS online who mails them (they are not downloadable). 3. Obtain CPA bids for YE Financial Review. Present to the Board for approval. 		
February	<ol style="list-style-type: none"> 1. Prepare Federal and State taxes. Note that taxes for HOA's are due March 15th, not April 15th. 2. Work with CPA during Feb-Mar. 		Begin bid process for summer painting and concrete work.
March	<ol style="list-style-type: none"> 1. YE Reports are due to all homeowners at the end of March. The CPA review report is mailed electronically. 2. During the last week of the month, generate and mail invoices for 2ndQtr. 		
April		Prepare for Annual Meeting and Election: <ol style="list-style-type: none"> 1. By March / April, the date of the Annual meeting should be decided and the large room reserved at 	

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		<p>the clubhouse. The Annual meeting is always held in May.</p> <ol style="list-style-type: none"> 2. Send out a notice to the Association stating how many Board positions are open and ask for volunteers to serve on the Board. Give a deadline as to when they have to submit their names to you. 3. Prepare the Annual Meeting and election materials. <ul style="list-style-type: none"> ➤ Annual Meeting notice ➤ Proxy ➤ Ballot 4. Follow the CC&R's – if more people are running than openings, the election must be secret. 5. Annual Meeting material must be mailed at the Post office at least 10 days ahead of the meeting. Don't wait until the last minute because one year the meeting had to be rescheduled due to lack of notice. 6. Election ballots must be kept for one year. 	
<p>May</p>	<ol style="list-style-type: none"> 1. Prepare presentation for Annual Meeting. 2. After the annual meeting and the new board is elected, file an amendment to the Annual Report with the Secretary of State. The amendment would 	<p>Annual Notice of Resolutions</p> <ol style="list-style-type: none"> 1. Minutes must be prepared for the Annual Meeting, the same as regular Board meetings. 2. When you distribute the Annual Meeting Minutes, also send a copy of any Resolutions that are active. 	<p>Have sprinkler system turned on.</p>

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	show the new officer names.	There is a duty to notify owners annually of Resolutions.	
June	During the last week of the month, generate and mail invoices for 3rdQtr.		
July			
August	PO Box fees are due in this month. The Post Office will send a bill to the PO Box.		
September	During the last week of the month, generate and mail invoices for 4thQtr.		
October	<ol style="list-style-type: none"> 1. Begin budget process. 2. Participate in Reserve Study Update 		Have sprinkler system turned off.
November	<ol style="list-style-type: none"> 1. Prepare presentation for general meeting. 2. Hold general meeting to review/vote on budget for the coming year, if necessary. 	Distribute Budget and Reserve Study to all unit owners. Requirement is to notify owners by 12/1 of assessments for the coming year.	
December	<ol style="list-style-type: none"> 1. File the Annual Report with the Secretary of State. The form should come in the mail early in the month. Make any corrections and mail with check. 2. Every two years, the ABN (Assumed Business Name) must be renewed with the State. 3. During the last week of the month, generate and mail invoices for 1stQtr. 		
On-going		<p>New Owners</p> <ol style="list-style-type: none"> 1. When a new owner joins the Association, send them a Welcome form letter asking for their contact information. 	<p>Maintenance and Landscaping Requests</p> <ol style="list-style-type: none"> 1) Review owner requests for maintenance and present to the Board. Send acknowledgment of receipt to owner within 48 hours.

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		<ol style="list-style-type: none"> 2. Maintain the Contact list for all units. Important - Email address and phone number are confidential. Per state law, we cannot share these without owner permission. Do not distribute any lists. 3. When contacted for documents by real estate agents or financial institution, refer them to the WPOA website for all of the documents they need. Our website is www.wheatherstone.org 	<ol style="list-style-type: none"> 2) Respond to owners with disposition of request.
On-going		<p>Meeting Notice</p> <ol style="list-style-type: none"> 1. We are required to give the Association three days notice of regular Board meetings. For a Monday meeting, for example, the sign must be up on Friday. The sign must be put up for each meeting. Place the Sign announcing the meeting in the post at the corner of Weatherstone Pl. 2. Refer to the CC&R's for rules regarding notice requirements for Special and Annual meetings. 	<p>Obtain bids, schedule contractors and oversee completion of work for on-going maintenance and landscaping items.</p>
On-going		<p>Meetings and Minutes</p> <ol style="list-style-type: none"> 1. Take minutes at each meeting. Prepare a draft document of Minutes, clearly labeled DRAFT. 	

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		<p>Save as a PDF and email it to the Board. This needs to be done before the next Board meeting.</p> <ol style="list-style-type: none"> 2. At the Board meeting, the minutes will be approved or ‘approved with revisions’. Remove the label DRAFT from the final minutes. Send a PDF file to the webmaster for posting on the website. Send the minutes to the owners via email attachment. 3. We must follow Robert’s Rules of Order for preparation of the Minutes. We are a small board and can follow the small board rules. 	
On-going		<p>Financial</p> <ol style="list-style-type: none"> 1. The Secretary is an Officer of the Association and is one of the three positions that can sign checks. 2. When you assume the position, you should go to the bank with the Treasurer and/or the Chair to change over the signature cards. 3. Checks over \$2,000 require two signatures. The Secretary may provide the additional signature for the Treasurer. 	
On-going		<p>Record Keeping</p> <ol style="list-style-type: none"> 1. Maintain the list of Board positions so that we know what positions are coming up for 	

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		<p>election each year. The Board positions open up every two years. One year, it is three positions and the next year it is two.</p> <p>2. Maintain records by Unit Number of any requests for permission to do work by the owner and the disposition of the request. This is important to keep a record of what units have done what work.</p>	
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Secretary

General Instructions:

1. Distribute documents as PDF files. This allows the community to view the file no matter what types of computer they have.
2. Email addresses and phone numbers are confidential information per ORS 100.480(9) (b) (G). They are not to be shared per state law. Only the unit owner name and physical address may be shared. There is a written attorney's opinion on this.
3. When emailing to the Association – send to Secretary@wheatherstone.org and bcc the members using the distribution list WPOA Owners in the WPOA email facility. This prevents the visibility of email addresses which must be hidden.
4. If another Board member needs to distribute something to the entire Association, have them email it to the Secretary who will then follow the bcc procedures above.
5. If an owner asks you for someone else's contact information, you may give them the name and physical unit number. If they want more, tell them you will contact the other owner to get permission to share. Then contact the other owner and tell them who is trying to contact them.
6. Preserve the integrity of WPOA's email
 - a. Follow the above guidelines for distribution
 - b. Put WPOA as the prefix in the Subject line of an email
 - c. Only send necessary emails – residents have complained in the past about too many emails