



Oakview Estates HOA Secretary

Ongoing Duties

- Serve as a liaison between the board, committees, and residents for communication purposes.
- Manage all email communications for the HOA
- Draft content for newsletters as needed by the board and work with our graphic design volunteer to execute them. (Social committee will facilitate their own newsletter).
- Attend quarterly board meetings as needed.
- Vote as one of four sitting board members on the actions and decisions of the HOA.
- Provide support to other board members and committees as needed.

Community Leadership and Ethical Conduct

- Familiarize Yourself with the HOA Bylaws.
- Serve as a steward of the neighborhood by promoting a sense of community and cooperation among residents.
- Encourage resident involvement in HOA activities and decision-making processes.
- Ensure that the HOA's actions align with its governing documents and the principles of fairness, transparency, and community welfare.

Record Keeping

- Take basic meeting notes at both private board meetings and neighborhood meetings.
- Record the attendance, number of houses represented, and any votes that occurred.
- Maintain a copy of these records that is organized.

Qualifications

- Excellent communication skills, both written and verbal.
- Ability to work effectively with a diverse group of individuals.
- Patience and tact while navigating conversations with individuals harboring entrenched beliefs.