



Willowbrook Farm Homeowners Association

A home of Novi Community

Charter of responsibilities for Board of Directors (Board Members)

Common responsibilities, collectively to be reviewed and approved by all Board Members.

- Determine if members that are eligible to vote are in good standing.
- Direct the conduct of monthly, annual, and special meetings as required / guided by By-Laws.
- Review and approval of all contracts, monies deposited.
- Review and approval of every invoice for payment / disbursement.
- Review and approval of minutes of the meeting.
- Consent of all broadcasts meant for homeowners.
- Assigning duties and responsibilities.
- Review and approval of all regular or special projects.
- Website maintenance, including change of content.
- Landscape, interactions with approved contractor(s) as appropriate.
- Holiday lighting, interact with approved third-party agency as appropriate.
- Review and approve every transaction that is related to homeowners, likely not covered in the subjects listed above.
- Ensure emails related to WFHA communications are sent and replied using board assigned email ID only.
- Forwarding to and/or replying under personal email ID to be completely avoided.
- Keep the Board informed on any direct communication with homeowners in their capacity as a Board member.

President:

- President shall be elected / appointed by the Board of Directors.
- Appointments happen during the first meeting of the new year or at the time when the vacancy arrives.
- Will hold office for a period of two calendar years, starting 1st Jan of every odd year till 31st of Dec of even years.
- Act as representative of the Association in any required meetings as well as with outside agency.
- Appoint committees, permanently / temporarily as deemed, with the approval of the rest of the Board members.
- Act as the chairperson of the Association's architectural committee.
- Sign all contracts or documents on behalf of the Board & Association.
- Delegate such authorities to other Board members as appropriate under exceptional circumstances.
- The president will assign other unspecified duties to other Board members, as required.
- Delay the first meeting of the year by thirty calendar days, should the annual financial report not be ready to be tabled.

Compliance. (Will remain as part of President's responsibilities)

- Shall be elected by all Board of Directors (Board members).
- Will hold office for a period of two calendar years, starting 1st Jan of every odd year till 31st of Dec of even years.
- Monitor adherence of the provisions of Covenants and By-Laws by all Homeowners.
- Facilitate seasonal publication of Do's and the Don'ts, reminding homeowners to stay in compliance.
- Serve notices, physical or electronic, as appropriate to those in violation, follow through till the matter is resolved.
- This may involve financial penalties as guided by Covenants or By- Laws.



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Secretary:

Shall be elected by all Board of Directors (Board members).

Will hold office for a period of two calendar years, starting 1st Jan of every even year till 31st of Dec of odd years.

Attending all meetings of the members of the Board, preserve true minutes of the proceedings of all such meetings.

Serve notice required by the act, call for monthly, annual, special meetings as appropriate, as required by By-Laws.

Finalize and publish an agenda to all Board members, preferably 48 hours preceding the meeting date and time.

Invite nominations, allow two calendar weeks to receive nominations from eligible participants, for vacant positions.

Prepare ballot papers for voting, should a higher number of nominations be received for each contested position.

Validate votes, tally, publish results, after verification with collective approval by majority of Board members.

Preserve results, physically or electronically, for a period of seven years, securely, allowing easy access for review.

Perform other duties as may be delegated by Board of Directors (Board members)

Post, on the website, documents, minutes of monthly, annual, and special meetings, except that "deemed" confidential.

Treasurer:

Shall be elected by all Board of Directors (Board members).

Will hold office for a period of two calendar years, starting 1st Jan of every odd year till 31st of Dec of even years.

Will have custody of all Association funds and securities.

Shall maintain books belonging to the Association, with full and accurate accounts of all receipts and disbursements.

Act as primary approval signatory for checks, related to bank transactions with the President as the backup.

Deposit all monies, securities, and other valuable effects, in the name of the Association, as designated by the Board.

Determine the viability of expenses / formally recommend his / her approval, prior to Board Members' final approval.

Disburse the funds of the Association as directed by Board members, render to Board, account of all transactions.

Reconcile cash flow/expenses on monthly basis and present updated financial statements at the regular board meetings.

Sign contracts & documents as approved by the President / Board Members; such approval offered via electronic mode.

Exercise digital payment options and renewal of CD upon Board Members' approval.

Preserve copies of money transactions, physical or digital, up to seven calendar years from the date of transaction.

Liaison:

Shall be elected by all Board of Directors (Board members).

Will hold office for a period of two calendar years, starting 1st Jan of every even year till 31st of Dec of odd years.

Guide Board members on changes City of Novi may propose from time to time that will have an impact, overall.

Facilitate information flow, educate / enlighten on options homeowners will have as a recourse.

Represent the Association, with the consent of Board members, at forums and meetings.

Front-end discussions with local Govt agencies – City, County and State, as appropriate.

Social Media / Website and Cultural Activities.

Shall be elected by all Board of Directors (Board members).

Will hold office for a period of two calendar years, starting 1st Jan of every odd year till 31st of Dec of even years.

Guide Board Members, on social media activities, review, and guide on related / relevance of content on WFHA website.

Manage and organize picnic and any other social activity the Board may undertake.

Enables and facilitates reach out / interfaces within the community, as appropriate.



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Analytics and Archives.

Shall be elected by all Board of Directors (Board members).

Will hold office for a period of two calendar years, starting 1st Jan of every odd year till 31st of Dec of even years.

Will help maintain documents related to minutes of meetings and contracts.

Will guide and help maintain data analytics and other related metrics, guide the Board appropriately.

Will help to be the backup on all information technology related support functions.

With kind regards,

Board of WFHA.

WF Homeowners Association, Novi, MI

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