

Qualifications & Skills Required to Serve on the BWHOA Board

Running an HOA is similar to managing your own home and property. The BWHOA Board needs to maintain our common property and grounds, pay our bills, collect dues, work with professional service providers, tackle some projects & entertain occasionally. Like your family, our team works best when we are all positive, collaborative, helpful and supportive. If you live in BWHOA, you are qualified to serve on the board.

What do Board Members do?

- **Monthly Board Meetings** 10-12 times per year – 2nd Monday of the month at 7:00 PM.
- **Board Members** self-select to lead committees or serve as officers. Current practice is for individuals to choose one or two areas of responsibility at the September meeting.
- **Officers** volunteer and are elected based on their interests and preferences:
 - **Secretary** – takes minutes of meetings, organizes annual board election/meeting
 - **Treasurer** – has oversight of Accountant who performs banking, budgeting, accounting, payroll and other tasks. Some accounting or similar business expertise preferred.
 - **Vice President** – works on major projects and takes over for President as needed
 - **President** – sets the board agenda, leads meetings, responds to association & community issues, initiates/delegates projects and tasks to other board members
- **Committee Chairs** volunteer for their preferred area:
 - **Communications** – writes/distributes newsletter, manages & updates BWHOA website, maintains member directory
 - **Social** – recruits volunteers & board members to produce events: Easter Egg, Garage Sale, 4th of July Parade & Picnic, Annual Meeting, Holiday Carriage Ride & Party
 - **Pool** – hires lifeguard staff, hires/manages pool service providers, enforces pool policy/rules, insures clean, well-managed and safe pool experience for all
 - **Common Area** – hires/manages service providers, insures clean, well-managed, common area experience for all
 - **Architectural** – reviews homeowner's requests for approval of external home improvements, works with homeowners not complying with CC&Rs

What services does BWHOA contract?

- **Service Providers** hired by board members to perform services include:
 - **Maintenance & Repair** – Landscaping, Tree Service, Pet Waster Removal, Pool Maintenance/Cleaning, Plumbing, Electrical, other maintenance tasks
 - **Professional Services** –Insurance Broker, CPA for Annual Review & Tax Preparation, Banking Service, Legal Services
 - **On-line Services** – BWHOA Website, Banking (Board's Credit Cards, Bill-Pay), Timekeeping, Payroll Processing, QuickBooks Online Accounting, Merchant Services (credit card processing)
 - **Accountant** – Professional-level expertise with knowledge of modified accrual basis/non-profit accounting, budgeting & financial forecasting, long-range capital planning. Knowledge (or willingness to learn) on-line electronic accounting applications. *Currently, Accountant services are donated to BWHOA by retired CPA with non-profit & technology expertise.*

Contact any Board Member to Apply or email President@BWHOA.org