**Stonybrook HOA Board Positions**

**President:**Oversee the Board of Directors  
Schedule and lead Board meetings  
Represent the Board of Directors at General Meetings

**Treasurer:**Attend HOA meetings  
Co-ordinate annual budget with HOA Board of Directors  
Monitor and report on annual budget for and to the BOD  
Sign checks as needed and mail  
Co-ordinate with HOA bookkeeper at Practical Solutions  
Oversee collection of dues

**Secretary:**Attend HOA meetings  
Take minutes at Board and General meetings  
Publish meeting minutes  
Maintain HOA files

**Block Watch:**  
Attend HOA meetings  
Liaison to BPD as needed  
Organize neighborhood block watch meetings as needed  
Address neighborhood block watch concerns  
Take an active roll in the community and help maintain the quality of life in Stonybrook

**C C & R Enforcement:**Co-ordinate neighborhood walk throughs  
Prepare CC&R reminders/notices for residents   
Report to Board of Directors  
Advise board on content of state law, Bellingham Municipal codes, articles of incorporation, HOA bylaws, CC&R’s and board rules and regulations

**Communication and Publications:**Monitor HOA email account  
Website Construction and updates  
Produce Newsletters for email  
Maintain Bulletin boards  
Produce notice for general meetings  
Maintain database of owner contact info