**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