

Responsibilities of the Association and its Board Members

- Visit the Sappington post office branch weekly to check the P.O. Box.
- Receive and deposit all annual assessment checks.
- Process and pay all bills for such items as electric, water, landscaping, post office, insurance, etc.
- Manage the Association's various bank accounts, reconcile monthly, ensure the proper funds are in all accounts, and transfer funds as necessary.
- Negotiate and manage the landscaping contract. Let them know when to start mowing at the beginning of each season, identify sprinkler issues and take care of having them repaired, and follow-up on any other landscaping issues that arise during the year.
- Draft and send out all Association correspondence, including e-mail correspondence, and make copies of all necessary handouts for Association meetings.
- Prepare and file the federal and state income tax returns, including arranging payment for all taxes due, plus prepare and file the Missouri annual registration report.
- Follow-up with and send out letters to homeowners whose annual assessments are late.
- Maintain the financial statements, set an annual budget, and put together a budget to actual analysis in advance of each year's annual meeting.
- Draft all Association and board meeting minutes, board resolutions, and resolutions documenting homeowner approval requests.
- Respond to requests from title companies to complete trustee letters when homeowners sell or refinance a home, plus collect and deposit checks for trustee letter fees.
- Prepare and send out welcome packets to new homeowners.
- Receive and review homeowner requests for Association approval, and then approve or reject as necessary, including drafting and sending out responses to the approval request.
- Manually adjust the sprinkler settings throughout the year.
- Inform the water company when to shut-down and then start-up the water service.
- Trim the weeds around the water meter several times during the year in order to maintain a clear path for the water company to take a meter reading each quarter.
- Clean up trash from common ground entrance area, plus clean up trash and built-up mud/gravel in the detention area as needed.
- Research insurance coverage to insure that we have the proper coverage and that we maximize our coverage while minimizing the cost. Insurance coverage involves different policies and coverage for commercial property, general liability, non-profit directors and officers liability, and mandatory fidelity bond coverage.
- Find a location for Association meetings, complete all the necessary paperwork to secure reservations, and then pay the bill for the rental charge.
- Take care of any other repairs, such as for entrance monument lighting, retaining wall fencing, or other matters, including gathering information and bids from contractors as needed.
- Deal with violations, talk with homeowners when necessary, and send out violation letters.
- Maintain the Association's e-mail account by regularly checking for messages and responding accordingly.
- Respond to questions or comments from homeowners.
- Maintain all of the Association's electronic and paper records in an orderly manner.