



“Bruton Glen” Homeowner’s Association

Attn. Board of Director’s

P.O. Box 5546

Williamsburg, Virginia 23188-5546

E-Mail: BrutonGlenHOA@cox.net

~ Board of Director’s ~ *Officer’s Responsibilities & Duties*

Treasurer:

The Treasurer shall be responsible for carrying out the duties and responsibilities of managing and maintaining the Association’s financial records. He’ll be responsible for receiving and depositing Homeowner’s Association Dues and allocating these funds into their appropriate bank account. He’ll manage all monies of the Association’s operating and reserve accounts and shall disburse such funds as directed by President and/or resolutions of the Board of Director’s and/or Association.

The Treasurer shall sign all checks, promissory notes, and/or expense vouchers of the Association and keep the appropriate and proper books of such accounts. The Treasurer shall be subject of cause to an annual audit of the Association’s financial records and books, which may be made available by a public accountant at the completion of each fiscal year.

The Treasurer shall present and/or prepare an annual budget, statement of income and expenditures report to be represented to the membership at its regular Annual Meeting, and deliver a copy of each to the Association’s Members. This information may be presented at the Annual Meeting and provided to the Members through its web site, in order to reduce the cost and expense to the Association of reproducing these documents.

The Treasurer by authority of the President, Board of Director’s and/or Association shall act as a representative and/or resource contact for Homeowner’s in order to provide the appropriate information and/or directives associated with the Association and it’s governing documents.

The Treasurer shall also be responsible for performing such other delegated duties as directed and/or required by the President, Board of Director’s and/or Association.