



## **Timberview Estates West Home Owner Association (TEWHOA) Election and volunteer needs**

The TEWHOA board has various elected and appointed/volunteer positions (election will be held at the annual meeting for residents). Only the TEWHOA board officers are elected. The elections are staggered to preserve continuity of the board.

Please note TEWHOA assessments are as far as we know that is the least expensive in Flower Mound. This is made possible only because we have volunteers performing all of our activities. If these positions have to be contracted then assessments could easily quadruple or more in amount and you would lose the flexibility we try to keep in the way TEWHOA applies the declaration requirements. All board positions are 2 year terms, volunteers for committees are 1 year, and volunteers for events are for 1 event. Please send questions or comments to [president@timberviewestateswest.com](mailto:president@timberviewestateswest.com). The board, committee, and volunteer positions and their descriptions are:

**President:** Coordinates and holds monthly HOA board meetings, writes newsletter articles, liaisons with the HOA lawyer on all legal issues, liaisons with the Town of Flower Mound, responds to all home owner communications, finds volunteers for the HOA as needed, Coordinates and runs the annual resident meeting and annual elections, ensures that all legal filings are done as required by law, oversees the Beautification Committee, updates HOA policies as needed, ensures web site content is current and correct. Handles ad hoc issues as they arise. Time Requirement is variable ranging from a few minutes a week to occasionally 4 plus hours in a week depending on resident concerns and ad hoc issues.

**Secretary:** Takes and distributes meeting minutes. Also keeps the checkbook and writes all checks for HOA expenses and submits this payment information to the Treasurer. Keeps all of the HOA administrative printed records. Time requirement approximately 1 hour per week (2 hours when the HOA Board meets which is no more than once per month).

**Treasurer:** Keeps the books (TEWHOA uses QuickBooks), receives and deposits money, issues the annual assessment bills, supplies information for annual tax filing, handles late payments and collections activities. This position does not write checks or keep the checkbook itself. Accounting/bookkeeping knowledge required as well as general computer skills and QuickBooks knowledge a plus. The TEW HOA supplies the computer and software. Supply expenses are reimbursed. This position's heavy time is January when three to four full days are required to issue the invoices. Remaining months require about 2 hours per week.

**VP of Architectural Control and Enforcement:** The Architectural Control Committee reports to this position as well as the Code Enforcement person. It is more of an administrative coordinating, policy setting, and reporting to the board position. It would become involved with (but not solely responsible for) replacing volunteers as they leave the ACC (now a two person committee) as well as hiring the Code Enforcement position

(if that becomes necessary-the current occupant of the position is doing quite well). The position also delivers welcome packets to new residents after they have moved in. Time requirement under 1 hour per week (2 hours when the HOA Board meets which is no more than once per month).

**VP of Activities and Communication:** Stores and puts out the signs for TEW HOA activities, oversees the Electronic Communications Committee, coordinates the TEW HOA activities (Easter Egg hunt, 2 garage sales, annual block party, Christmas Parade). As coordinator this position utilizes community volunteers to stage these activities. This position's heaviest work load is in the summer coordinating the block party. For most of the year time commitment should not exceed 2 hours a month. The amount of time needed for the block party varies by the amount of volunteer help available but is estimated at 2 hours a week for about 8 spread weeks spread over the summer (plus the night of the party).

**Other volunteer needs (term one event or one year for committee volunteers):**  
**Easter Egg Hunt Volunteer (4 needed plus someone to be the bunny-**TEW HOA has the costume). Time required 3 hours stuffing eggs, 2 hours on day of event.

**Annual Block Party Volunteer (8 needed)** Time required varies based on how ambitious of a block party the committee wants to have. Best guess estimate is no more than 2 hours per week for about 8 weeks spread over the summer (plus the night of the party for setup and clean up).

**Christmas Parade Volunteer (4 needed plus someone to be Santa Clause in 2011-**TEW HOA has the costume). Time required 3 hours organization and preparation, 2 hours on day of event.

**Beautification Committee Volunteer (4 needed)** Place the flags on common areas for appropriate holidays, determine what our gardener will plant for flowers, check the sprinkler system for breakage, set up and administer contracts for common area plant/lawn maintenance and water sprinkler maintenance.

**Architectural Control Committee (3 needed)** Meet twice a month to consider home owner requests for changes to their property. The group has guidelines to help with determinations. Also alert people when Flower Mound permits are required. Time requirement is a maximum of 2 hours twice a month. Please note that enforcement actions are handled by the TEW HOA board and not members of this committee.

**Electronic Communications Committee-Web Master Plus (at least 2 needed)** Work with the board on improving and maintaining electronic communications with TEW residents. This would include the existing TEW HOA web site and possible expansion into one or more social networking sites, SMS sites, smartphone apps, etc. While the budget is non-existent the opportunity and the challenges are enormous.