

# **Wilderness Trails Homeowners Association**

## **Treasurer Responsibilities**

All Wilderness Trails Board members must:

- Act in good faith
- Act in the best interests of the HOA as a whole (and avoid any conflict of interests)
- Be informed prior to acting
- Not take any actions without proper authority, and
- Not take negligent or willfully harmful actions.
- Read and understand the bylaws
- Be present and on task during meetings

The Treasurer of the Board is responsible for:

- Collection and deposit of homeowner payments
- Paying the subdivisions bills, with approval and proper paperwork
- Preparing financial statements and cash flow reports
- Managing the Quickbooks and other paper records
- Creating invoices for homeowners, including annual, special and other assessments
- Creating invoices for homeowners to distribute certain costs such as trash
- Working with homeowners who are past due to set up payment plans
- Preparing annual budgets
- Approving invoices as necessary
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