



## **Description of Positions – Updated 2020-21**

Drafted by The Belle Meade Homeowners Association

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### **Overview**

The Belle Meade Homeowners Association is an all-volunteer organization dedicated to improving and maintaining quality of life, a cohesive community, and safety in Belle Meade.

The HOA holds monthly meetings on the second Tuesday each month from 7-8pm.  
Guest presenters are requested to limit their presentations to a maximum of 5 minutes.  
Annual goals for the HOA are set in the December meeting each year.

### **Description of positions**

- Board members can form teams to work together on any of the tasks described below.
- We welcome neighbors volunteering to be on these teams without being on the HOA board.
- Honorary Roles:
  - General Council – A legal advocate for the community. Code and Contract review with City and County. Ability to review and draft legal documents and contracts.
  - Accountants / Banking professionals
  - Computer / IT / website professionals

#### **Director of Operations (Secretary)**

- Takes meeting notes and sends them out to Board for review within 48hrs, and finally to members of the HOA within 1 week, also sends final notes PDF to Hanna to put on website within 1 week of the meeting
- Invites city and police officials to monthly meetings on Monday prior to meeting at the latest.
- Puts up HOA sign into community board on the weekend before meetings
- Emails Google Group and HOA members, and posts on Nextdoor to inform neighbors of meeting - weekend prior to meeting
- Communicates relevant county or city news as forwarded from Marta Martinez or other city/county personnel
- Point person for NET office, Commissioners office



**Director of Finance (Treasurer)**

- Responsible for bank account and all accounting matters
- Tracks membership dues
- Reconciles annual expenses
- Reports ledger balance and expenses at each monthly meeting
- Manages online and event sales
- Should be comfortable working on G-suite and Excel and have understanding of fintech platforms like Square, Paypal, Venmo, etc.

**Director of Infrastructure**

- Water, Power, Solid waste, Gates, Streets, Roads, and Sidewalks
- Responsible to check on pump and keep open communication with FPL/City/County staff on the status of the pump, report any problems and inform board
- Check all street lights on a monthly basis
- Respond to resident concerns regarding malfunctioning infrastructure in Belle Meade
- Must be part of the Google Group in order to be able to respond to community concerns

**Director of Security & Safety**

- Communication point person for security company, address any concerns, invite them to HOA meetings if needed
- Track crime activity in neighborhood
- Provide information and connection to Crime Prevention Specialist (MDPD)
- Point person / liaison with City of Miami Police
- Point person / liaison for Special Taxing District
- Streetlights – checking / reporting non-working lights
- Manage Security company contracts during review years

**Director of Beautification**

- Belle Meade parks, upkeep and modernization planning
- Liaison with Parks and Recreation
- Trees - trimming, coconut removal, tree hazards
- Point person for guard house and barricade landscapers (Plant Guys)
- Christmas Decorations for Guard house

**Director of Social Engagement and Events**

- Coordinates yearly events such as Easter Egg Hunt, Dog Parade and Christmas Party
- Helps to liaise between neighbors and HOA board for any event organized by neighbors

**Director of Code Compliance**

- Liaison with city officials for code compliance
- Neighborhood point person for code violations



**Director Digital Communications and Internet Technology**

- Manage and maintain website
  - News
  - Calendar of events
  - Photos
- Manage and maintain digital infrastructure (G-Suite tools)
- Manage community polls
- Manage election