

Board Member Application

Berkley Grove Homeowners Association

P.O. Box 23, Fishers, IN 46038

www.BerkleyGrove.com

Please consider joining the Berkley Grove Homeowners Association's Board! Many individuals in the neighborhood have served over the years. It's a great way to get involved with the neighborhood.

There are different types of positions that become available at different times of the year. Please fill out the below form which will let us know your areas of interest/expertise and return it to either the P.O. Box or the current President. We will keep this application on file and contact you if a position you are interested in opens up.

Name _____

Address _____

Phone _____

Email _____

Please check the board positions that you might be interested in holding:

Vice President/President

You typically start out holding the position of Vice President for one year and then take over as President your second year. The Vice President is responsible for, but not limited to, assisting the President with any issues that need assistance and to participate in board decisions. The President is responsible for, but not limited to, organizing and running all neighborhood meetings, receiving and responding to residents who have questions and concerns, sending updated neighborhood information to our web site vendor, distributing information to the board and/or residents via email or flyers, overseeing any special committees, overseeing the email alert system, maintaining a current list of residents' contact information, organizing annual meeting, and giving board members a final approval for some projects.

Treasurer

This position is responsible for, but not limited to, writing all checks and maintaining the checkbook for the neighborhood, updating the budget monthly for board meetings, drafting the annual budget (with the input/assistance of the board), checking the neighborhood mailbox at the Fishers Post Office, noticing and collecting HOA dues annually, working with realtors and mortgage companies whether sold homes in Berkley Grove have paid their HOA dues, and filing with the State each year the list of board members.

Secretary

This position is responsible for, but not limited to, recording and typing all board and annual neighborhood meeting minutes, collecting and updating all resident contact information and advertisers for the annual neighborhood directory.

Maintenance

This position is responsible for, but not limited to, working with landscaping and pond maintenance vendors, handling repairs and issues with all common areas of the neighborhood, receiving and responding to residents who have questions and concerns with the common areas, and overseeing all maintenance contracts.

