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## **Evergreen Park HOA Secretary Responsibilities**

### **What is an HOA Secretary?**

The Homeowner's Association (HOA) Secretary acts as the record keeper and administrative coordinator for the Board. They handle meeting documentation, maintain official records, and ensure proper communication between the Board, homeowners, and sometimes outside entities (like management companies or legal counsel).

### **Key duties of HOA Secretary**

#### **1. Maintain official HOA records:**

Keep accurate and organized files of meeting minutes, correspondence, governing documents, and homeowner information.

#### **2. Prepare and distribute meeting agendas**

Work with the Board president, vice president, and treasurer to draft agendas for Board and annual meetings.

#### **3. Record and distribute meeting minutes**

Accurately document discussions, motions, and decisions made during Board and community meetings. Share approved minutes with Board members and, when appropriate, the community. HOA Board meetings and general meetings must be attended.

#### **4. Maintain governing documents**

Keep current copies of the bylaws, CC&Rs, and rules, ensuring updates are recorded and accessible. Keep meetings organized by tracking agenda items, motions, and action items.

#### **5. Handle HOA correspondence**

Receive, log, and respond to letters, emails, and other communications from homeowners or external parties. Including estoppel letters- legally binding documents used in real estate transactions to confirm existing lease terms or HOA fees for a third party.

6. Notify members of meetings

Send timely notices for Board and annual meetings, including date, time, and location details as required by the bylaws.

7. Coordinate with Board officers

Assist the president, vice president, and treasurer with administrative tasks, record sharing, and report preparation.

8. File official notices

Ensure required filings (e.g., annual reports, meeting notices) are submitted to government agencies when applicable.

9. Assist with HOA elections and voting

Record nominations, manage ballots, and document results for transparency.

10. Additional duties that are facilitated by the secretary, but not duties that are exclusive to the secretary:

- Coordinate high school/college graduation signs at the front entrance
- Display HOA owned American flags during summer holidays
- Display HOA owned wreaths during the month of December
- Coordinate Community Yard Sales and obtain Community Yard Sale permits.

NOTE: The Evergreen Park HOA Secretary will also function as a member of the Architectural Control Committee (ACC) in the absence of a formal ACC. The ACC is required to monitor, manage, and enforce all aspects of the policies and ordinances of the Evergreen Park HOA, as well as those of the City of Powder Springs Code Enforcement and Compliance.

### **How do I become an HOA Secretary?**

If you are curious about how to get on your community Board as the HOA Secretary, there are a few steps you must follow:

1. Meet all eligibility requirements - Most community bylaws will include criteria that an individual must meet to run for the Board of directors. The main requirement is that the candidate must be a homeowner in the community, who also resides there during their tenure. Ideally, the candidate should be an HOA member in good standing for at least one year prior to running. This includes having no past-due balances or maintenance charges.
2. Submit a request (volunteer) for candidacy - This can be done at an HOA election Board meeting (verbally, physically by braising your hand, in written format, etc.).

3. Be elected by the HOA - The candidate needs to be elected by the HOA to become a member of the Board, which will be conducted during the association's annual HOA election Board meeting (traditionally held NLT February). Ideally a representative of all or most of the homeowners of the community will be in attendance at the meeting and vote on all nominees. Otherwise, a quorum (most of those attending the meeting) is sufficient for a vote to take place and pass. The candidate with the most votes will win and will begin their new role immediately. The transition into the new role will be assisted by the previous Secretary.

4. To resign from the position on the Board, this resignation must be submitted in written format to the HOA Board – ideally, at least 2 weeks prior to the last day of serving in that position.