

# Oak Hill Board of Directors Responsibilities

## Eligibility:

A unit owner of Oak Hill

## Responsibilities:

Monitor Common Areas and Unit Maintenance

Managing Budgets/Fiscal Responsibilities

Enforcing/Complying with Governing Documents

Attendance at regularly scheduled board meeting and any scheduled additional meetings

Maintain regular correspondence as necessary with board members

Assist with any board responsibilities when necessary or in the absence of other members

Board members may be required to serve as President, Vice President, Treasurer, Secretary, or At- Large. Positions are determined by the board at the annual reorganizational meeting.

## Required Skills:

Internet access with email. Proficient use of email, Word/Google documents,

Proficient use of Zoom or other alternative online conferencing.