

HUNTERS POINT PROPERTY OWNERS ASSOCIATION

Responsibilities of the Treasurer

The Treasurer may be a member of the Board of Directors (the “Board”) of the Hunters Point Property Owners Association (the “HPPOA”), or a property owner (the “Owner(s)”) who is appointed the office of Treasurer by the Board.

The Treasurer reports to the President.

The Treasurer may delegate tasks.

Treasurer’s responsibilities include, but are not limited to:

1. Maintaining continual care and custody of all the funds and securities of the HPPOA;
2. Depositing said funds in the name of the HPPOA into such bank or trust company as the Board may elect;
3. When duly authorized by the Board, signing and executing all contracts in the name of the HPPOA and securing countersignature by the President, if needed;
4. Signing all checks, drafts, notes, and orders for payment of money, which shall be duly authorized by the Board;
5. Making the books and accounts available for perusal by any director of the HPPOA at all reasonable times during business hours;
6. Ensuring that a review of the HPPOA’s accounts at the end of each fiscal year is completed and made available to Owners;
7. Presenting a full annual report of the financial condition of the HPPOA at the annual meeting of the Owners;
8. Securing and maintaining a professional relationship with an accounting firm, if needed, for tax or accounting purposes;
9. Distributing annual assessment invoices or other billings as required;
10. Ensuring all required county, state, and federal financial filings to include annual tax returns are completed in a timely manner and received by the taxing authority’s deadline;
11. Filing liens as necessary for unpaid assessments;
12. Maintaining access to any mailboxes and obtain and distribute incoming notices;
13. Keeping, distributing, and charging for all replacement keys for amenity access;
14. Responding to and retaining records for any title transfer fees and related closing papers from title companies;
15. Provide information during transfers of property to prospective property buyers highlighting key dedicatory instruments and community information.

The fiscal year of the HPPOA shall begin on the first day of October and terminate on the last day of September in each calendar year.

Guidance for responsibilities from Article V, Section 5 and Article VI of the Bylaws of the HPPOA.

Adopted at a Board meeting of the HPPOA on September 21, 2023.