

WPOA Secretary Responsibilities and Duties

General Instructions:

1. Distribute documents as PDF files. This allows the community to view the file no matter what types of computer they have.
2. Email addresses and phone numbers are confidential information per ORS 100.480(9) (b) (G). They are not to be shared per state law. Only the unit owner name and physical address may be shared. There is a written attorney's opinion on this.
3. When emailing to the Association – send to Secretary@wheatherstone.org and bcc the members using the distribution list WPOA Owners in the WPOA email facility. This prevents the visibility of email addresses which must be hidden.
4. If another Board member needs to distribute something to the entire Association, have them email it to the Secretary who will then follow the bcc procedures above.
5. If an owner asks you for someone else's contact information, you may give them the name and physical unit number. If they want more, tell them you will contact the other owner to get permission to share. Then contact the other owner and tell them who is trying to contact them.
6. Preserve the integrity of WPOA's email
 - a. Follow the above guidelines for distribution
 - b. Put WPOA as the prefix in the Subject line of an email
 - c. Only send necessary emails – residents have complained in the past about too many emails

Month	Activities
On-going New Owners	<ol style="list-style-type: none"> 1. When a new owner joins the Association, send them a Welcome form letter asking for their contact information. 2. Maintain the Contact list for all units. Important - Email address and phone number are confidential. Per state law, we cannot share these without owner permission. Do not distribute any lists. 3. When contacted for documents by real estate agents or financial institution, refer them to the WPOA website for all of the documents they need. Our website is www.wheatherstone.org
On-going Meeting Notice	<ol style="list-style-type: none"> 1. We are required to give the Association three days notice of regular Board meetings. For a Monday meeting, for example, the sign must be up on Friday. The sign must be put up for each meeting. Place the Sign announcing the meeting in the post at the corner of Wheatherstone Pl. 2. Refer to the CC&R's for rules regarding notice requirements for Special and Annual meetings.
On-going Meetings and Minutes	<ol style="list-style-type: none"> 1. Take minutes at each Association meeting. Prepare a draft document of Minutes, clearly labeled DRAFT. Save as a PDF and email it to the Association. This needs to be done before the next Board meeting.

	<ol style="list-style-type: none"> 2. At the Board meeting, the minutes will be approved or approved with revisions. Remove the label DRAFT from the final minutes. Send a PDF file to the webmaster for posting on the website. The minutes do <i>not</i> have to be sent to all owners again. 3. We must follow Robert's Rules of Order for preparation of the Minutes. We are a small board and can follow the small board rules.
March / April Prepare for Annual Meeting and Election	<ol style="list-style-type: none"> 1. By March / April, the date of the Annual meeting should be decided and the large room reserved at the clubhouse. The Annual meeting is always held in May. 2. Send out a notice to the Association stating how many Board positions are open and ask for volunteers to serve on the Board. Give a deadline as to when they have to submit their names to you. 3. Prepare the Annual Meeting and election materials. <ul style="list-style-type: none"> ➤ Annual Meeting notice ➤ Proxy ➤ Ballot 4. Follow the CC&R's – if more people are running than openings, the election must be secret. 5. Annual Meeting material must be mailed at the Post office at least 10 days ahead of the meeting. Don't wait until the last minute because one year the meeting had to be rescheduled due to lack of notice. 6. Election ballots must be kept for one year.
May Annual Notice of Resolutions	<ol style="list-style-type: none"> 1. Minutes must be prepared for the Annual Meeting, the same as regular Board meetings. 2. When you distribute the Annual Meeting Minutes, also send a copy of any Resolutions that are active. There is a duty to notify owners annually of Resolutions.
On-going Financial	<ol style="list-style-type: none"> 1. The Secretary is an Officer of the Association and is one of the three positions that can sign checks. 2. When you assume the position, you should go to the bank with the Treasurer and/or the Chair to change over the signature cards. 3. Checks over \$2,000 require two signatures. The Secretary may provide the additional signature for the Treasurer.
On-going Record keeping	<ol style="list-style-type: none"> 1. Maintain the list of Board positions so that we know what positions are coming up for election each year. The Board positions open up every two years. One year, it is three positions and the next year it is two. 2. Maintain records by Unit Number of any requests for permission to do work by the owner and the disposition of the request. This is important to keep a record of what units have done what work.