

Silver Springs Single Family HOA Bylaws:

Article VIII Section 11. Treasurer. The Treasurer shall receive and deposit in appropriate bank accounts all monies and other valuable effects of the Association and shall disburse such funds as directed by resolution of the Board of Trustees; shall sign all checks and promissory notes of the Association; keep proper books of account; and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting.

ARTICLE IX BOOKS AND RECORDS

Section 1. Books and Accounts. The books and accounts of the Association shall be kept under the direction of the Treasurer and in accordance with reasonable standards and accounting procedures. A certified audit by a certified public accountant approved by the Owners shall be made if requested by at least seventy-five percent (75%) of the Owners.

Section 2. Inspection of Books. Financial reports, such as are required to be furnished and the Declarations, Articles of Incorporation and By-Laws of the Association shall be available at a place designated by the Secretary for inspection at reasonable times by any Unit Owner. Copies may be purchased at reasonable cost.

Treasurer - Duties & Roles

Assist with, and attend annual General Membership Meeting on the second Monday of October, or if by resolution of the board, on the first business day following the Columbus Day holiday.

Attend all board meetings.

Uphold Silver Springs HOA Bylaws.

Uphold Silver Springs CC&Rs and other [HOA DOCS](#), and AC rules uniformly.

Mail invoices for annual dues.

Present budget at Board Meetings and provide copies of monthly financial report.

Keep an accurate address base of property owners. Coordinate database with Secretary.

Follow up with realtors and title companies in assisting buyers and sellers to find HOA docs and financial information on our website. <http://www.silverspringshoa.org/realtors-buyers-link/>

Provide budget and other financial information, as needed, to post on HOA website.

Prepare letter to go out with annual invoices that includes annual budget and an explanation of income and expenditures.

Try to attend Master Association's budget meetings.

Be informed of MA budget expenditures and receive monthly MA report.