

Position: Board Member, Buffalo Sage Townhome Owners Association

Term: 3 Years

Purpose: The Board of Directors is responsible for the overall management and governance of the Buffalo Sage Townhome Owners Association. Board Members are elected by property/homeowners to serve as representatives of Buffalo Sage, and to make decisions that will benefit the Buffalo Sage Community as a whole.

Key Responsibilities:

- Work hand in hand with the property manager and other board members.
- Review and approve scope of work set forth by the property manager on common areas and amenities.
- Attend and participate in all meetings of the Board of Directors, including regular meetings and special meetings as required.
- Act in the best interest of the community at all times.
- Review and approve budgets, financial statements, and other financial reports.
- Review and approve rules and regulations for the community.
- Represent the community in dealings with outside organizations and individuals in legal and non-legal matters.
- Manage and appoint members to the site committee.

Qualifications:

- Must be a current owner of property in the Buffalo Sage community.
- Strong leadership and decision-making skills.
- Good communication and interpersonal skills.
- Knowledge of community governance and HOA management.
- Ability to work well as part of a team.
- Willingness to commit time and effort to serving the community.
- Basic computer skills and internet access.

Time Commitment: Board members are expected to attend all board meetings, which are held on an as needed basis. In addition, Board Members may be called upon to attend special meetings or events as needed. Board members are also expected to spend time reviewing documents and preparing for meetings.

Compensation: Board Members are volunteers and receive no compensation for their service.