

HBTM HOA board member responsibilities

- Homeowner in HBTM
- Volunteer position that is voted on every 3 years by homeowners
- Attend monthly board meetings (3rd Tuesday of each month)
- Develop and agree on yearly budget
- Be familiar with HBTM HOA governing documents
- Negotiate and maintain property management contract
- Negotiate and maintain pool management contract
- Negotiate and maintain lawn care contract
- Maintain insurance policies
- Interface with the HOA management company, the HOA CPA, the HOA lawyer, constables, etc., as needed
- Maintain street and pool lighting
- Maintain park and pool equipment
- Maintain surveillance cameras in the park and pool area
- Maintain sprinkler system and other plumbing concerns in common areas
- Resolve common area security and trash collection issues as appropriate
- Maintain signs, designated privacy fences, brick fences, wrought iron fence and entrance monuments

Event Coordinator

- Reports to and works closely with board of HBTM HOA
- Provides budget proposal to board in August/September of each year
- Volunteers position
- Functions typically held, but we are open to changes
 - Santa in the Park
 - Will take about 10-15 hours of your time
 - Community Garage Sales in Spring and Fall
 - Each Garage Sale takes @ 4 hrs of your time
 - Decorate entrances for Christmas
 - Takes @ 4 hours of your time
 - Others as suggested by Event Coordinator
- Details of how these functions are currently organized are documented and will be provided to you as a guide.

Architectural Control Committee (ACC)

- Volunteer position
- Be familiar with/have access to HBTM HOA Governing Documents, including The Architectural Control Committee (ACC) Guidelines (updated November 2016). All these documents are available at www.hbtm.org
- All work is done electronically via e-mail.
 - ACMP sends E-mail of homeowner ACC request to ACC members
 - Your task is to review the homeowner ACC request to ensure compliance with ACC Guidelines, HBTM HOA Governing Documents, etc.
 - Your reply is to ACMP

HOA/HBTM HOA board responsibilities/August 2026