

**POA Officer Job Description:**

1. Serve as a member of the Property Owners Association (POA) board of directors or as an appointed officer.
2. Assist in enforcing Covenants rules and regulations within the community.
3. Attend regular board meetings and actively participate in decision-making processes.
4. Interact with homeowners, respond to inquiries, and address complaints or concerns in a timely and professional manner.
5. Help organize community events, newsletters, and other communication efforts to keep residents informed.
6. Manage the POA budget and oversee financial transactions, including collecting dues and paying bills.
7. Work with Heritage Property Management company to ensure proper upkeep of common areas and amenities.
8. Collaborate with other board members to develop and implement short and long-term goals for the community.
9. Stay informed about local laws and regulations that may impact the POA.
10. Uphold ethical standards and act in the best interest of the community as a whole.

**Qualifications:**

1. Previous experience serving on an POA board or in a similar leadership role preferred.
2. Strong communication, organization, and problem-solving skills.
3. Ability to work effectively with a variety of personalities and stakeholders.
4. Knowledge of POA regulations, Covenants, and other governing documents.
5. Proficiency in budget management and financial reporting.
6. Availability to attend meetings and events outside of regular business hours, as needed.