



# The Villages of Brookmont

## HOME OWNERS ASSOCIATION

## Board of Directors Vacant Positions

We are currently seeking residents who are interested in serving on the HOA Board of Directors. This is a great opportunity to get involved, share your ideas, and help shape the future of our community.

Board service is a meaningful way to contribute to the neighborhood, collaborate with fellow residents, and support initiatives that enhance our community's quality of life.

## Interested in Applying?

Residents who are interested in joining the board :

- Must be in good standing with HOA
- Provide a short bio about yourself and describe how your background, skills, or experience align with the role/ position of interest
- Submissions should be sent to [BrookmontBOD@gmail.com](mailto:BrookmontBOD@gmail.com) and CC: [mclayton@premierassociationmanagement.com](mailto:mclayton@premierassociationmanagement.com) by May 15, 2026.

## Vacant Positions

**Vice President:** The vice president's role is to assist the president with all duties, and to assume those duties in the president's absence or if the president is unable to act. The vice president coordinates and manages the chairs of the committees.

**Treasurer:** The treasurer is the chief financial officer (CFO) for the association. The treasurer, along with the community association manager, reviews and monitors financial statements, reports on budgetary and financial matters at each board meeting, oversees the collection and expenditure of assessments, maintains financial records for all activities (receipts,

transactions, contracts, etc.), report any financial discrepancies to the board, and provides general budget report to the community at the community meetings in the spring and fall.

**Project Manager:** The project manager monitors and reports on all phases of approved community projects, monitors and reports on the state of the community amenities, reviews contract plans and specifications for compliance, collaborate with the community association management company to obtain contact information for approved contractor, obtain project status from vendor and/or community association management company, and report any issues with the community amenities to the board.

**Parliamentarian:** The parliamentarian is an expert in the rules of order and the proper procedures for the conduct of meetings. The parliamentarian has a basic understanding of Robert's Rules of Order (motion, seconds, discussion, call to vote, etc.), assists with the conduct of meetings to ensure timely and effective discussions.

## June Elections

**Elections will be held in June 2026**

We encourage all interested residents to apply and look forward to your participation!