

## IMPORTANT: Lake Pointe HOA Officers Needed

A dedicated group of volunteers have served on the Lake Pointe Estates Homeowners Association Board of Directors and devoted many years to supporting and improving our neighborhood. We sincerely thank each of them for their service. Several board members have decided to “retire” or scale back their involvement, and as a result, we are seeking a few individuals to step forward and serve on the Board of Directors. Each Director serves a three-year term. The Officer positions of President and Secretary are now open. These roles are appointed by the full Board for one-year terms. In addition, we are seeking a volunteer for the newly created position of Assistant Treasurer, who will assume full Treasurer's responsibilities next year.

We recently made an appeal for volunteers in the Fall newsletter as well as at the Annual Meeting. We are grateful that one homeowner has stepped forward to serve as a Board Member at Large. However, we are still in need of additional Board members who would be interested in filling the open Officer positions. We are again reaching out to the Lake Pointe Estates membership for volunteers willing to serve as President, Secretary, or Assistant Treasurer. Your participation is essential to maintaining a strong, self-governed Association.

**If we are unable to fill these positions, the Board will be forced to outsource certain management tasks;** such as bookkeeping and billing duties normally handled by the Treasurer. We have asked for quotes from two area HOA management firms. The low bid was \$400 per month or \$4,800 per year. **This would result in a dues increase of \$53 per lot.** We are very hopeful that we can find residents willing to become involved in the neighborhood and avoid costly outsourcing of these duties. Below is the list of duties for the Officer Positions noted. If you find that one of these positions fits your particular talents or interests, please contact one of the Board of Directors or email us at [Lakepointeestates@gmail.com](mailto:Lakepointeestates@gmail.com).

### Lake Pointe Homeowners Association Board President Job Description

- Creating meeting agendas & leading board meetings
- Putting questions to a vote and announcing the results
- Collaborating with board members on decisions and tasks

### Lake Pointe Homeowners Association Board Secretary Job Description (current Board secretary will be available as a resource)

- Produce and record meeting agendas, notes and minutes
- Maintain HOA records in hard copy and digital formats. Records include amendments, petitions, architectural waivers, financial information, and minutes of all official Board and Association meetings.
- Ensure compliance with legal and statutory requirements. Have records accessible to any Association member upon request.
- Maintain email and print records related to Association business and any information that may be relied on for policy discussions, reference or decision making at any future date.

### Lake Pointe Homeowners Association Board Treasurer Job Description

- Financial Management and Reporting.
- Maintain Financial Records:
  - Keep the financial records of the Lake Pointe Estates Homeowners Association

- ❑ Pay all invoices and bills of the Association in a timely manner.
  - ❑ Maintain a file of monthly bank statements and reconcile on a regular basis.
- Financial Reports:
  - ❑ Prepare a Budget to Actual report showing the comparison between income and expenses relative to the approved budget.
- Prepare a Financial Report for the Annual Meeting
- Pay and file various Taxes, Permits, and Fees
- File the Annual Report with the State of Wisconsin
- Have the Federal Income Taxes for the Association prepared
- Collection of Annual Association Dues & Mail
- Email and/or mail Annual Dues Assessments to Association members
- Complete the HOA Questionnaire required by title companies prior to property closings. This should include information on Association dues, past-due amounts, and any rule infractions, if applicable.

For additional LPE Board and Officer information, visit our website at [www.lakepointeestates.com/association-documents](http://www.lakepointeestates.com/association-documents). Please consider stepping up and volunteering for a President, Secretary, or the Assistant Treasurer position by the end of this year. Lend a hand and serve on your HOA board so that we can avoid costly outsourcing of some or all of the day-to-day duties of running the Lake Pointe Estates Homeowners Association. Your help is appreciated. Please contact us at [lakepointeestates@gmail.com](mailto:lakepointeestates@gmail.com) prior to December 30, 2025.

**Thank you!**

The Lake Pointe Estates  
Board of Directors