

BBPOA BOD ORGANIZATION CHART			
PRESIDENT			
GROUNDS MANAGEMENT	SECURITY	LEGAL	ANNEXATION
DIRECTOR ONE	DIRECTOR TWO	SECRETARY	TREASURER
COMMITTEE MGMT	COMMITTEE MGMT	COMMITTEE MGMT	
SEAGRASS	ARCHITECTURAL	WEB/DATABASE	
CANAL	COMPLIANCE	NEIGHTBORHOOD WATCH	
BULKHEAD/CAPS		BLOCK CAPTAINS	
		OTHER DUTIES	DUTIES
		Minutes of Meetings	AP - A/R
		Document Processing	BUDGETS
		Maintain Records	CPA/ACCT. MGMT.
		New Owner Records	INSURANCE
			TAXES
			CHECKING
			SAVINGS

SECRETARY			
		COMMITTEE MGMT	
SECRETARIAL DUTIES		WEB/DATABASE MGMT	NEIGHBORHOOD WATCH COMMITTEE
Take meeting minutes and have posted on Web		Manage BBPOA Website	Manage Neighborhood Watch Program
Provide Notices to be posted on Web		Manage BBPOA Database	Manage Block Captains/Report their observations
Maintain/Update Documents: Covenants and Restrictions Bylaws; Organizational Charts; Officers/Board of Directors		Post Notices on Web as directed	Provide Notices and Alerts as needed
Ensure current documents recorded with the county		Approve all expenses with Sec. co-approval	Montior community activities
Lialse with County & City			Communicate with residents on neighborhood happenings
Manage BBPOA Meetings			
Annual Report		Annual Report	

TREASURER
Accounts Payable/Accounts Receivable
Post Budgets Monthly
Post BuActuals Monthly
Manage CPA/Accountant
Manage Insurance Policies
Manage Taxes
Manage BBPOA Checkbook
Manage BBPOA Savings Accounts
Annual Report
Provide Proposed Budget Annually

DIRECTOR 1-Canal Bulkhead				
SEAGRASS MGMT COMMITTEE			CANAL MGMT COMMITTEE	
Identify/Evaluate/Prioritize Projects			Identify/Evaluate/Prioritize Projects	
Request Bids			Request Bids	
Contracts + W-9 signed by Pres			Contracts + W-9 signed by Pres	
Supervise/Inspect/Approve all invoices/expenses with Director co-approval			Supervise/Inspect/Approve all invoices/expenses with Director co-approval	
Submit for Payment			Submit for Payment	
Record Activities			Record Activities	
Report to Director with Budget vs Actual			Report to Director with Budget vs Actual	
Annual Report			Annual Report	

DIRECTOR 2		
ARCHITECTURAL COMMITTEE		COMPLIANCE COMMITTEE
Review and approve all homeowners compliance requests for new construction, renovations, and remodeling excluding canal and bulkhead		Report/Resolve all compliance Issues as per Covenants and PPP. Reorts direct to President
Annual Report		

PRESIDENT													
LEGAL		SECURITY		ANNEXATION		GROUNDS MANAGEMENT							
						GROUNDS IMPROVEMENTS					GROUNDS MAINTENANCE		
						Design/Bid/Contract (W-9) with Pres. Signature					Contract + (W-9)with Pres. Signature		
						Supervise-Inspect-Approve					Supervise-Inspect-Approve		
						Approve Expenses/Invoices with co-approval of Director					Approve Expenses/Invoices with co-approval of Director		
						Submit for payment					Submit for payment		
						Report as directed					Report as directed		
						Budget vs Actual					Budget vs Actual		
						Drainage & Curbs					Street Mgmt		
						Signage					Litter		
						Annual Report					Annual Report		