



A note to residents: Serving on the HOA Board is a volunteer role that helps keep our community running smoothly and protects the value and enjoyment of our neighborhood for everyone. No special experience is required — just a willingness to show up, listen, and help make good decisions on behalf of all neighbors.

Position Description for **President:**

The President leads the Board and keeps meetings and projects moving forward.

- Runs Board meetings and keeps discussions on track and productive
- Insures decisions abide by the Bylaws and CC&Rs and are implemented
- Signs official documents on behalf of the HOA
- Helps set the agenda and priorities for the year
- In partnership with the HOA manager and respective Board members, ensures adherence to Bylaws and CC&Rs to the best of their ability

What's Expected of All Board Members:

- **Time commitment:** Attend 6 Board meetings (every other month) and come prepared
- **Decorum:** Communicate respectfully and professionally, even during disagreements
- **Confidentiality:** Keep sensitive discussions (legal, financial, personnel) private
- **Impartiality:** Make decisions in the best interest of the whole community, not personal interests
- **Term:** Generally 2 years
- **Compensation:** This is a volunteer position — no compensation is provided



Benefits:

- Free HOA dues for Board Members after they have served a full two-year term, until they are no longer serving on the board.
- If there are events hosted by the HOA for which there is a cost, Board Members who are working the event will not be required to pay for their own attendance. (They would still be expected to pay for the participation of their family members and/or guests.)

Related by-laws documentation:

In accordance with Article XI of the Bylaws calling for officers of the Association:

Section 11.07. President. The president shall be the chief executive officer of the Association and shall, subject to the control of the Board, have general supervision, direction and control of the affairs and officers of the Association. He or she shall preside at all meetings of the Board, and shall have the general power and duties of management usually vested in the office of president of a corporation, together with such other powers and duties as may be prescribed by the Board or the Bylaws.