

Hatcher Estates

Home Owner's Association

Hatcher Estates Homeowner's Association Director Job Description

The following is presented as minimal responsibilities in the area of Hatcher Estates Homeowner's Association Director. "Robert's Rules of Order Newly Revised" shall govern HEHOA.

Board of Directors

To be effective, a homeowners association needs a strong board of directors that understands its role and pursues it with passion and a concise mission in mind. The following outline provides an overview of board roles and responsibilities.

To form an effective board, directors must have a clear understanding of the strengths and weaknesses of the association, its history and what is to be accomplished. Every homeowner's association should have responsibility for its assets as well as its operation in accordance with standards established by state and federal law, local ordinances, and the governing documents upon which the entity itself was created. To the extent that the association has such authority and control, it is the board of directors that makes certain these responsibilities are fulfilled.

The association has responsibility for its common elements as well as the management and operation of the association's business affairs - - all in accordance with standards established by the governing documents created when the community was first developed. To the extent that an association (typically a non-profit corporation) has such authority and control, it is its board of directors that carries out these duties and responsibilities. Members of the board of directors of an association serve without compensation unless the bylaws of the association provide to the contrary. The board's authority includes all of the powers and duties enumerated in general law, as long as these powers are not inconsistent with the provisions of the documents governing the association.

Tenure: 1 year

Estimated time commitment per month: 2 hours

Each board and committee shall receive complaints from members that have paid dues and live in Hatcher Estates. If it's not in your job description refer them to such other committee or officers.