

Hatcher Estates

Home Owner's Association

Hatcher Estates Homeowner's Association President Job Description

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

- Review the basics of Robert's Rules of Order.
- Become familiar with all the Board Members job descriptions.
- Become familiar with the Hatcher Estates website (www.hatcherestates.com) and its contents including: a)Covenants, b)Architectural Review Committee, c)Bylaws, and d)Board and HOA meeting minutes (archives)
- Set Agenda and Facilitate Board and Annual HOA meeting.
- Ensure compliance of By-Laws and covenants.
- Responsible for ensuring a successful transition plan for board of Directors.
- Responsible for all ensuring all members stay within their job description.
- Responsible for ensuring all board positions and committee positions are filled.
- Responsible to the membership for stewardship of Hatcher Estates HOA.
- Ensure each board and committee respond in a timely manner after receipt of any correspondence from members (who have paid dues) on any matter involving HEHOA.
- Ensure board /committee members sends updates out within job description.
- All posting on website go through the president, to ensure that members are up to date.

** Work with all board and committee members if they need help with their job description to ensure jobs are carried out in a timely manner.

Estimated time commitment per month 4 hour. Tenure: 1 year

Annual Members Meeting: Normally held during the month of February of every year. Typically there is some form of refreshments offered, followed by the business meeting at 7:00.

Prior to each Annual Members Meeting:

Prepare an initial agenda and e-mail it (approximately 10 days prior to the meeting) to the Board and Committee Chairs, asking for any suggested additions and reminding them of the date. While you may accept recommendations for agenda items, any issues are supposed to be first added to the Board agenda so that they can discuss it in advance. Use your discretion.

Agenda format should be as followings:

1. Announcements of upcoming community events

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2. Reports from local realtor, HOA Treasurer, and/or whatever is appropriate at the time.
3. Approval of minutes from the previous Annual Members Meeting
4. Old business
5. New business
6. Program (following adjournment of the business portion of the meeting)

If additions need to be made to the meeting agenda, e-mail the revised agenda prior to the meeting. Also prepare copies for the number of attendees that might be expected at the meeting (within reason).

Follow the Agenda:

In New Business, if new items come from the membership, remember that items are theoretically supposed to be first added to the Board agenda so that they can discuss it in advance. Use your discretion, and be open to non-controversial items.

Do your best to keep discussions on track. The business part of the meeting should be held to a maximum of one and a half hours, if at all possible.

Following each Annual Members Meeting:

Obtain a draft copy of the Annual Members Meeting minutes from the Secretary within ten days of the meeting.

Review, adding comments and suggestions, as appropriate. Then e-mail to the Board for further comments.

Incorporate those comments within five days, e-mailing it to the Board, Committee Chairs, and HEHOA Webmaster.

Whenever possible, give the membership the opportunity to make the decisions on all but trivial issues, at the Annual Members Meetings.

Prior to each Board Meeting:

Prepare an initial agenda and e-mail it (approximately 10 days prior to the meeting) to the Board and Committee Chairs, asking for any suggested additions and reminding them of the date and time of the meeting. If a majority cannot attend, or a person key to the agenda cannot attend, coordinate an alternative time/date. This allows enough time to communicate information about the topics that will be discussed/voted on at upcoming Annual Member meeting.

If additions need to be made to the board meeting agenda, e-mail the revised agenda prior to the meeting. Also prepare copies for the Board

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members, as well as any Committee Chairs or guests that might be expected at the meeting.

Board Meetings: Normally held on a Tuesday or Thursday of each month starting after the annual members meeting.

Start meeting with any items presented by someone who might not be able to stay later.

Follow with approval of previous meetings minutes, and then any committee reports.

Then Old Business.

Then New Business, followed by asking if anyone has any more to bring up.

Notes:

Be sure to address and come up with recommendations on anything that is significant or that the residents should vote on so that an announcement of the topics to be addressed at the next Annual Members Meeting. (As needed, of course, table anything needing further research.)

On any pressing issues, plan ahead and make every possible effort to come to the Board meeting where everyone is prepared to make final recommendations for upcoming Annual Members Meeting.

Following each Board Meeting:

Obtain a draft copy of the Board meeting minutes from the Secretary within ten days of the meeting.

Review, adding comments and suggestions, as appropriate. Then e-mail to the Board for further comments.

Incorporate those comments within five days.

President's article for the Hatcher Happenings:

Submit President's write up for Hatcher Happenings Newsletter on or before the 15th of the month of the Board Meeting. Include information about the upcoming Annual Members Meeting agenda and issues, if applicable. Try to have an enthusiastic and team building approach, as part of the role of the HOA is to encourage a spirit of community and cooperation within the neighborhood.

Realtor calls:

Realtors often call the President to request letters confirming HOA assessments/dues are current that go with a house sale.

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Realtors asking for budgets and financial records are to be informed that these items are not public information.

Realtors should be directed to the website for any and all of the community information located there.

Issues raised by residents:

Upset residents may call and/or email about any number of things, some may be in your jurisdiction and some not. The most important thing, within bounds of respect, is to allow them to vent their feelings and concerns and to really feel listened to.

In general, even if you end up saying "I respect what you are saying but I really can't agree with you", people end up feeling OK if they just feel respected, listened to, and understood.

As applicable, reserve your opinions until you have all the facts and perspectives. If some resource or another involved party needs to be consulted, you should still sound respectful to the first party by NOT saying directly that you question their accuracy. Just acknowledge the concerns and suggest that you want to see what the other party has to say and then will get back to them.

Look for settlements and compromises, for ways of helping residents resolve their problems. Avoid "taking sides" as much as possible.

New residents:

Take these calls and either take some time to tell them of the many wonderful things about our neighborhood, the opportunities for volunteerism, and the Welcome Committee, or refer these calls directly to the Welcome Chair.

The president of HEHOA is vested with all the powers generally given to the chief executive officer of a corporation. While specific by-law provisions may vary the president's duties, it is generally presumed that he or she will preside at all meetings of the board and the membership. The president will execute contracts, orders and other documents in the name of the association as its agent. When signing documents, the president should indicate the capacity in which he or she is signing in order to avoid any personal liability since the president's signature, under most circumstances, will bind the association under a doctrine of inherent powers.

The president also assumes general charge of the day-to-day administration of the association and has the authority to order specific actions in furtherance of the board's policies. The president serves as spokesman for the board of directors in most matters relating to general association business. Like all officers of the association, the president has an

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affirmative duty to carry out the responsibilities of the office in the best interests of the association. Unless otherwise specified in governing documents, the president serves at the will of the board of directors and can be removed with or without cause at any time by a majority of the full board.