

DEANE GARDENS HOA

PRESIDENT - JOB DESCRIPTION

Presides over regular meeting of the Board, sets policy, agenda, schedules, priorities and assigns tasks. Monitors the DG HOA website and communicates CC&R violations.

The President must be a member of the Board of Directors and is elected by the Board at its first meeting following each annual meeting of the members.

The President presides at all meetings of the board and membership.

Leads the Boards' assessment of risk to the HOA.

Leads the review of governing documents to ensure compliance with laws, regulations and best practices.

Presides over regular meeting of the Board, sets policy, agenda, schedules, priorities and assigns tasks.

Assumes responsibility for day-to-day administration of the HOA and typically has the authority to execute legal documents and to order specific actions in furtherance of association policies.

Monitors the DG HOA website and communicates CC&R violations.

Lead and facilitate meetings, enforcing governing documents, acting as liaison and spokesperson between the HOA and community. Essential duties financial oversight, signing legal documents, and appointing committees.

Write newsletter for residents.

Coordinate with Vice President on all documents related to Annual Election and Annual Meetings.

Facilitate board meetings.

Sign association documents.

Uphold association governing documents.

Create meeting agendas.

Call for votes and share results.

Should you see a For Sale sign, notify the Vice President immediately.

April 15, 2025
"MJ" Marion Lucero