



Oakview Estates HOA President

Ongoing Duties

- Organize and conduct a spring and fall neighborhood meeting to discuss community issues, projects, and updates.
- Hold board meetings quarterly or as needed to discuss and make decisions on HOA operations and issues.
- Prepare an agenda for board meetings and neighborhood meetings.
- Vote as one of four board members on the actions and decisions of the HOA.
- Communicate as needed with the social, landscape, architecture, welcoming, audit, and appointing committees.
- Facilitate contractor work if necessary, including obtaining quotes, overseeing projects, and ensuring work is completed to satisfaction.

Community Leadership and Ethical Conduct

- Familiarize Yourself with the HOA Bylaws and CCRs
- Serve as a steward of the neighborhood by promoting a sense of community and cooperation among residents.
- Encourage resident involvement in HOA activities and decision-making processes.
- Ensure that the HOA's actions align with its governing documents and the principles of fairness, transparency, and community welfare.

Support

- Provide support to other board members and committees as needed.
- Serve as the co-signor on the HOA's bank account and each check.
- Assist in communicating important information and updates to residents.
- Assist in organizing and coordinating committee meetings and activities as needed.
- Maintain a the google drive with official records and pertinent information.

Qualifications

- Excellent leadership and communication skills.
- Strong organizational and time management abilities.
- Ability to work collaboratively with diverse groups.
- Ability to review and understand the requirements of the ByLaws and CCRs
- Patience and tact while navigating conversations with individuals harboring entrenched beliefs.