



## **Oak View Estates Homeowners Association**

### **Job Description: President**

#### **Position Summary**

The President is the chief volunteer officer and public representative of the Oak View Estates Homeowners Association. The President provides leadership to the Board of Directors, ensures the Association operates in accordance with its Bylaws, CC&Rs, and Texas law, and works to maintain property values, common areas, and community spirit.

#### **Term of Office**

One (1) year, beginning the first day of the fiscal year following the September Annual Meeting. May serve no more than two (2) consecutive terms in the same office (Bylaws Article VII, Section 1).

#### **Eligibility**

Must be a Member in good standing (dues paid in full).  
Must own property or reside in the subdivision.

#### **Key Responsibilities (per Bylaws Article VII, Section 2(a))**

Preside at all meetings of the membership and the Board of Directors (serves as Chairman of the Board).  
Enforce the Bylaws and exercise general supervision over the affairs of the Association.  
Decide all questions of procedure and order during meetings.  
Appoint Chairpersons of all committees with the advice and consent of the Board.  
Serve as an ex-officio, non-voting member of all committees.  
Sign all contracts, agreements, and official documents on behalf of the Association (or delegate to the Vice President).  
Perform such other duties as are customarily performed by the president of a Texas non-profit corporation.

#### **Additional Duties**

Work with the Board to levy and collect annual common-area maintenance assessments.  
Oversee architectural review and enforcement of deed restrictions.  
Ensure timely financial reporting, audits, and compliance with Texas Property Code Chapter 209.  
Represent the Association in communications with residents, Parker County, and other entities.  
Promote community events and neighbor relations in coordination with the Community Affairs Committee.

#### **Time Commitment**

Quarterly Board meetings + two annual membership meetings.  
Additional time for committee appointments, correspondence, architectural reviews, and resident inquiries (estimated 4–8 hours per month on average).

#### **Compensation**

Volunteer position – no salary.  
Reimbursement of approved out-of-pocket expenses up to \$50 every three months (Bylaws Article VI, Section 2(e)).

#### **Accountability**

The President is elected by and serves at the pleasure of the membership. The President reports to the full Board of Directors and is ultimately accountable to the Members in good standing.