

HUNTERS POINT PROPERTY OWNERS ASSOCIATION

Responsibilities of the Executive Vice President

The Executive Vice President may be a member of the Board of Directors (the “Board”) of the Hunters Point Property Owners Association (the “HPPOA”).

A minimum of one Vice President must be appointed by the Board to serve as Executive Vice President.

The Executive Vice President has two primary duties:

1. Act with the powers and functions of the President, during the absence or disability of the President;
2. Serve the function of Parliamentarian, helping to maintain that all Board actions and meetings are compliant with HPPOA Dedicatory instruments, as well as with Montgomery County, state, and Federal laws, statutes, and mandates. In addition, the Executive Vice President helps ensure that all Board actions and meetings are in compliance with [State of Texas Title 11 of the Texas State Residential Property Owners Protection Act](#). Together, these instruments, laws, statutes, and mandates are the “Requirements”.

To accomplish these primary duties, the Executive Vice President shall:

1. Be familiar with the Requirements;
2. Actively monitor all legislation associated with Requirements to help maintain that HPPOA remains compliant;
3. Maintain accessibility to current Requirements;
4. Be familiar with similar or related Requirements from other resources, e.g., neighboring communities, law firms and the Community Associations Institute (the “CAI”), or similar representations of property owners associations;
5. Counsel Board members and officers about actions they must take to keep HPPOA in compliance with Requirements. All Board members should confirm compliance with the Requirements prior to performing actions for their positions. Additionally, the Executive Vice President must, periodically and before leaving office, inform the Board of current and updated Requirements.

Guidance for responsibilities from Article V, Paragraph 4 of the Bylaws of the HPPOA.

Adopted at a Board meeting of the HPPOA on September 21, 2023.