

HUNTERS POINT PROPERTY OWNERS ASSOCIATION

Responsibilities of the President

The President may be a member of the Board of Directors (the “Board”) of the Hunters Point Property Owners Association (the “HPPOA”), or a property owner (the “Owner(s)”) who is appointed the office of President by the Board.

The President will report to the Board of Directors.

The President shall be the Chief Executive Officer of the HPPOA.

The president’s responsibilities include:

1. Presiding over Board meetings;
2. Presiding over Owners meetings;
3. Acting as general manager of the HPPOA’s affairs;
4. Monitoring that all orders and resolutions of the Board are executed;
5. Ensuring that Owners are presented with an annual budget and that the HPPOA works from an approved annual budget;
6. Acting as liaison with the Architectural Control Committee (the “ACC”), working with the ACC so that positions are filled, and that the Committee is functioning efficiently;
7. Ensuring the actions of the Board are in compliance with the laws and statutes of Montgomery County, the State of Texas and the Federal Government, via the work of the Executive Vice President;
8. Confirm that an annual review of the HPPOA financial records is conducted, noting that the HPPOA fiscal year begins on the first day of October and terminates on the last day of September in each calendar year;
9. Confirming that relationships with the following contractors are secured and maintained by Board members or Officers, as needed:
 - a. Relationships that may be delegated include, but are not limited to:
 - i. Common area ground maintenance provider
 - ii. Pool maintenance provider
 - iii. Certified Public Accountant/tax preparation specialist (if necessary)
 - iv. Plumber
 - v. Electrician
 - vi. Gate maintenance provider
 - vii. Attorney
 - viii. Insurance provider
10. Presiding over hearings;
11. Countersigning contracts.

Guidance for responsibilities from Article V, Paragraph 3 of the Bylaws of the HPPOA.

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