

Myerlee Circle Condominium Association

Job Description: President

The President is identified as a Corporate Officer. Powers and Duties as defined in Exhibit "C" to Second Amended and Restated Declaration of Condominium (Second Amended and Restated Bylaws) Page 13 of 21, states the following:

"The President shall be the Chief Executive Officer of the Association, shall preside at all meetings of the Board of Directors and Association meetings. The President shall have general supervision over the affairs of the Association and shall have all of the powers and duties which are usually vested in the office of President of a corporation."

The following is a summary of duties:

- Chief Executive Officer of the Association
- Director of the Board
- Review Corporate Documents
- Update forms as needed
- Develop the agenda for the Board meeting with the Board Secretary
- Presides over all meetings
- General supervision of all Association affairs
- Establish committees with stated purpose, chairman of those committees, committee members, gives parameters and scope of authority, and reporting requirements. Committees must have open meetings per state law. Sets each committee up to auto-dissolve at the annual board meeting in March.
- Interview prospective Owners and Lessors. Runs background checks.
- Address legal issues with Legal Council, after board approval
- Review all work proposals costing in excess of 5% of the Association budget (minus reserves) and present such to Board or budget committee for recommendations
- Review all applications for Emotional Support Animals and give approval
- Ensure the appraisal required by State law has been completed and reported to the insurance company. (Presently required every 36 months. Presently using 2022 appraisal for June 2025 flood insurance renewal. Plan to use the 2024 appraisal for future insurance renewals.)
- Ensure the audit required by the State has been completed and reported to the owners. (Presently has to be done yearly, but the Association can waive every other year. Last completed on the 2023 budget. We need to waive the 2024 audit at Nov 2025 annual meeting and hire an audit company to complete a 2025 audit in the 2026 budget.)
- Ensure the Structural Integrity Reserve Study is completed within State Laws and reported to the Association. (Presently required every 10 years. Last done 2018. Tentatively scheduled to complete in 2027. Budget for the 2027 budget.)