

**VICE PRESIDENT  
JOB DESCRIPTION & PROCEDURES  
June 2025**

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

**The Vice President shall, in the absence or disability of the President, exercise the powers and perform the duties of the President. The Vice President shall also generally assist the President and exercise such other powers and perform such other duties as shall be prescribed by the Directors as stated in the Second Amended and Restated Declaration of Condominium Page 13 of 21.**

**The following is a summary of duties:**

**The Vice President is listed as a Corporate Officer**

**Chairman of the Budget Committee with the assistance of the Treasurer to develop a budget.**

**Works with the Secretary in maintaining the Emergency Records.**

**Liaison with Insurance companies on coverage and claims. Investigate new companies and get estimates when requested.**

**Review Contracts and Leases for New Owners & Renters with the Treasurer and assist in interviews.**

**Review Laws, Rules, Regulations and By-Laws and advise the President and the Board on changes needed to those documents.**

**Reviews Annual Meeting Questionnaire with the Secretary and Treasurer prior to forwarding to Legal Counsel.**

**Assist Treasurer and Accounting Firm in matters of budgeting, investments and financial reporting.**

**The Vice President shall perform all other duties incident to the Office as may be required by the Directors or the President.**

**Co-supervise Maintenance employee with Unit Director.**

