

**Brookside Village Association  
Office of the President of the Board**

The President must be in good standing with Brookside Village Association and be available for all Association Meetings.

The President is tasked with working closely with other board members to determine the overall goals of the association. **The President does not have authority to act without board guidance or consent**

The President must read and be familiar with the BVA Policies, By-Laws and Covenants, to be able to answer resident and realtor questions accurately.

When speaking on behalf of the Board/Association, all communication must be shared with the entire board via board email only.

The President must put forth more effort than other board members regarding Fiduciary Responsibilities due to the Offices more extensive role in budget planning, negotiating contracts with vendors and dealing with the Association Accounting firm.

Co-signer on Association Bank Account and loan papers along with another Board Officer.

Prepare and send bi-monthly Agenda with supporting attachments to officers at least 2 days prior to meeting.

Conducts the bi-monthly Board Meeting.

Meet yearly with Association Insurance Agent to make certain there is adequate insurance coverage. Prepare yearly Workers Compensation review provided by insurance company.

Main contact with Association Attorney.

Main contact with realtors.

- Explain charges for closing paperwork prepared by Association Accounting firm.
- Explain \$100 one time joining fee. Explain collection of 2 months HOA fees at closing.
- Send an up-to-date copy of the BVA Policies, Budget and By-laws.
- Complete bank questionnaires on condominium funding. Association is not certified for FHA/VA loans.
- Sends Realtor Contact form. Forward to Secretary to update Unit file.

Assigns Board Officers to oversee and delegate duties for the following committees:

- Maintenance
- Landscape & Grounds Maintenance
- Welcome Committee

Two excused absences per year.

Elected even year for 2 year term