



**SADDLERIDGE PROPERTY OWNER'S ASSOCIATION**

**Board Position Responsibilities and Duties  
PRESIDENT**

**President's Responsibilities**

1. Serves as a member of the Board of Directors.
2. Serves as the chief executive officer of the Association and represents the Board before the membership. Provide leadership and develop a vision for the Board.
3. Oversee the overall integrity of the board and its responsibility to the Saddleridge property owners. If necessary, fulfill the responsibilities of other members in their absence.
4. When required, execute legal documents on behalf of the association.
5. Sets meeting agendas and presides at all meetings of the Board and Membership.
6. Coordinate the planning of the Board's activities for the year ahead and plans for the Association's future. Work with the Secretary to develop and maintain a calendar of events.
7. Schedule and facilitate monthly Board Meetings and meetings of the Association Membership. Schedule special meetings as needed for extraordinary circumstances.
8. Work with all of the residents to maintain compliance of the Bylaws and Restriction Covenants. Assist the ACC in resolving violations of the Property Restrictions and Covenants as needed.
9. Keeps apprised of the concerns of people living in Saddleridge and be available to Property Owners in the event there is a problem within the subdivision.
10. Assist the treasurer and other board members in preparing the annual budget.
11. Participate in the developing and issuing of the Saddlebags Newsletter (minimum of 3 per year).
12. Represents the Saddleridge Property Owner's Association at public functions and before public bodies as may be necessary.
13. Works with the appropriate committees to assure that all maintenance needs of the common areas are tended to.

**President's Duties**

At the first meeting after an election, ensure that all Board Positions have been assigned. The President or acting President provides orientation to all newly elected members.

After a change in Board Membership, contact the Association Attorney of Record (currently Leslie Howe) and provide the information on current Board Members and position assignments. Verify annually that the Saddleridge corporate status is good and not expired.

Three days prior to each Board Meeting, develop a draft Meeting Agenda. Send to the other Board Members and solicit their input. Each meeting Agenda should include:

- ✍ Review and Approval of Minutes
- ✍ Treasurer's Report
- ✍ Unfinished Business
- ✍ New Business

Ninety days prior to the Newsletter due date, draft suggested articles for inclusion. Discuss at the next Board Meeting and make assignments for writing. Follow up with Board Members and Newsletter Editor as necessary.

Two months before each special event, to include the Annual Picnic Meeting, the Annual Neighborhood Night Out, and the Annual Election Meeting, make assignments for required actions. Discuss with the Board Members to decide on program, possible speakers, food, etc. Contact Neighborhood Committee and Property Owner's Committee for assistance as appropriate. Assure that event announcements and advertising are sent out in a timely manner.

Four months prior to the Annual Meeting prompt the Nominating Committee to secure names of interested persons to run for Board Member. Obtain biographical information from each Candidate for publication in the newsletter. Thirty days prior to the election, ensure that ballots are sent to all property owners of record. Receive mail-in ballots, turn over to the Secretary for securing and have available at the meeting for counting.

At the end of each fiscal year, ensure that the Treasurer develops an annual budget, with input from the Board Members and Committees, for the upcoming year. Discuss at the Board Meeting and obtain the Board approval.