

Responsibilities of board president for Woods of Saxony homeowners association:

- Prepares or sets agenda for monthly board meeting
- Presides at all meetings of the board and association
- Controls meetings. Keeps them moving and on time
- Call for votes and breaks ties when necessary, guiding the board through the decision making process
- Calls all meetings to order and adjournment
- Maintains communication with other board members
- Presides over annual homeowners meeting
- Prepares and mails late notifications to homeowners
- Liaison with neighborhood attorney when applicable

In addition, the president is expected to be completely familiar with, and see that the bylaws and covenants of the association are enforced.