

Homeowners' Association Officer Duties

Pursuant to Florida Statutes Chapter 720 and the Association's Bylaws

Article I: Overview

This document outlines the roles and responsibilities of the officers of the Oceanview Estates Homeowners' Association ("Association"), in accordance with the Association's governing documents and Florida Statutes Chapter 720.

The officers shall be elected annually by the Board of Directors and shall serve at the pleasure of the Board. Officers may be removed and replaced by a majority vote of the Board at any time.

Article II: Duties of Officers

Section 1: President

The President shall serve as the chief executive officer of the Association.

Duties:

- Preside over all meetings of the Board and the Members.
- Ensure that board decisions and policies are implemented.
- Execute contracts and other official documents on behalf of the Association.
- Serve as the principal spokesperson and representative of the Association.
- Supervise the overall operation of the Association in conjunction with property management (if applicable).
- Coordinate with legal counsel, vendors, and governmental agencies as needed.

Section 2: Vice President

The Vice President shall perform the duties of the President in the absence or incapacity of the President.

Duties:

- Assist the President in the discharge of duties.
- Act in place of the President when necessary.

- Undertake special assignments or leadership roles as designated by the Board.
- May serve as liaison to committees or vendors.

Section 3: Treasurer

The Treasurer shall be the chief financial officer of the Association.

Duties:

- Oversee the collection and deposit of assessments and other funds.
- Maintain or oversee accurate financial records of the Association.
- Prepare and present the annual budget to the Board and Membership.
- Monitor expenditures and ensure financial controls are in place.
- Ensure compliance with Florida Statute 720.303(7) regarding annual financial reporting.
- Coordinate with accountants or auditors for financial reviews or reports.

Section 4: Secretary

The Secretary shall be responsible for the official records of the Association.

Duties:

- Record and maintain minutes of all Board and Membership meetings.
- Ensure proper notice of meetings in compliance with the Bylaws and Florida Statutes.
- Maintain the Association's official records and ensure member access as required under FS 720.303(4).
- Certify and authenticate Association documents as needed.
- Maintain a current roster of Members and Directors.

Article III: General Provisions

- Officers shall perform their duties in good faith, with the care an ordinarily prudent person would exercise under similar circumstances.

- Officers may delegate tasks to managing agents or staff, but remain ultimately responsible for compliance and oversight.
- Officers must comply with all conflict of interest and fiduciary obligations under Florida law.