

**President (Officer):**

- Reports to the Board of Trustees
- Reviews, consults, and enforces the Governing Documents to make administrative decisions regarding obligations and requirements as SRCA President
- Sets the calendar for Board of Trustee Meetings, Annual Meeting, Formation and Budget Ratification Meetings
- Sets AGENDAS and schedules BOT meeting dates, Executive Sessions or emergency meetings as needed
- Reviews Annual Meeting Report, reports to Association Members
- Presides over all SRCA meetings according to Robert's Rules of Order
- Studies, discusses, votes on Board of Trustee Motions
- Reviews the Reserve Study, stays informed, recommends adjustments, reports to the Board of Trustees
- Informs Vice-president of pending issues
- Appoints Committee Chair representatives
- Reviews and approves contracts, orders, and documents on behalf of the Association
- Represents Spinnaker Ridge Community for any contacts or issues with parties outside of and involving the community
- Ensures records, SRCA information and correspondence are maintained
- Distributes keys to homeowners