

Legal / Rental Homes (Officer) Job Description

- Reports to the Board of Trustees, President
- Reviews and applies the Governing Documents regarding obligations and requirements for a Trustee and Committee Chairperson
- Studies, discusses, votes on Board of Trustee Motions
- Informs SRCA President related to issues requiring legal attention
- Reviews/confirms Homeowners actions are within the guidelines of SRCA governing documents
- Reports to BOT any pending legal actions
- Studies, evaluates requests to rent out owner property to ensure Rental Cap Amended By-laws are followed.
- Reports to BOT any new rentals and status of rentals within the community
- Maintains file of pertinent records and submits copies to Website Admin Team for electronic storage
- Maintains Succession File