



Evergreen Park HOA Vice President Responsibilities

What is an HOA Vice President?

The Home Owner's Association (HOA) Vice President (VP) is the second-in-command. The VP supports the HOA President in managing the association and ensuring the community's needs are met. If the HOA President can't perform his/her duties, the HOA VP would step in and perform basically the same duties and responsibilities as the HOA President (as needed). While their responsibilities might differ based on an HOA's governing documents (covenant) and the neighborhood's needs, the HOA VP plays a prominent role in ensuring the Board's decisions are effectively implemented.

Key duties of HOA Vice President (When not backfilling for HOA President)

1. Handling Homeowner Concerns and Communication

The VP often helps to ensure that the lines of communication remain open. The VP may review resident concerns and respond to them, acting as the bridge between residents and the Board.

2. Managing Vendor Relationships

Similar to acting as a liaison between the Board and residents, the VP may also act as such for vendors (landscaping, maintenance, security, etc.). The HOA VP can help manage these relationships. He/she can review contracts and monitor whether service contracts are followed. The VP can also help evaluate new vendors and create or negotiate HOA vendor contracts.

3. Enforcing HOA Governing Documents

Similar to most Board members, the HOA VP must ensure the governing documents are upheld. In doing so, they can help mediate disputes, create clearer policies, and ensure the Board implements rules consistently and fairly. In addition, the HOA vice president can also liaise with a management company. They need to ensure that the rules and operations of the property manager stay in line with the community's governing documents.

4. May oversee committees and/or special projects

Many HOAs have several committees tasked with handling specific aspects of the community. One group may oversee architectural reviews, while another will need to handle security. Given the various committees an HOA may have, the VP may be responsible for overseeing all of them. The HOA VP needs to make sure the committees are meeting their objectives and reporting back to the Board. The VP may also conduct research (such as with the city) to ensure proper ordinances are maintained, etc.

5. Assisting with Board meetings

While the HOA President leads and creates the agenda, the VP may help prepare and/or conduct Board meetings. The VP usually helps the president create the agenda and coordinates with other members (as needed) during this process. The VP may also be called upon to enforce parliamentary procedures. This will ensure that Board meetings are conducted professionally and in accordance with the HOA's governing documents. HOA Board meetings and general meetings must be attended.

6. Assisting in Budgeting

While the HOA treasurer is mainly responsible for managing finances, the HOA VP may also have a say in financial planning and budget discussions. The VP helps ensure that the HOA's funds are spent appropriately to run the community. Some of these financial responsibilities include reviewing reports, assisting in project budgeting, and working with management companies to ensure financial transparency and stability.

Additional duties of an HOA VP

As previously mentioned, the HOA VP will take over when the HOA President is unavailable. This may happen when the President is away on vacation, sick, or resigning. In those scenarios, the VP will assume the President's responsibilities, helping ensure continuity and stability in the HOA. Because of this, they should understand the HOA's governing documents and initiatives to lead properly. Here's a summary of the HOA President's responsibilities:

Acting as a Backup for the HOA President

- Presiding over Board and/or HOA committee meetings
- Making decisions
- Enforcing rules and regulations
- Representing the community
- Working with other Board members
- Managing the budget
- Delegating tasks
- Signing legal documents
- Appointing committees

NOTE: The Evergreen Park HOA Vice President will also function as a member of the Architectural Control Committee (ACC) in the absence of a formal ACC. The ACC is required to monitor, manage, and enforce all aspects of the policies and ordinances of the Evergreen Park HOA, as well as those of the City of Powder Springs Code Enforcement and Compliance.

How do I become an HOA VP?

If you are curious about how to get on your community Board as the HOA VP, there are a few steps you must follow:

1. Meet all eligibility requirements - Most community bylaws will include criteria that an individual must meet to run for the Board of directors. The main requirement is that the candidate must be a homeowner in the community, who also resides there during their tenure. Ideally, the candidate should be an HOA member in good standing for at least one year prior to running. This includes having no past-due balances or maintenance charges.
2. Submit a request (volunteer) for candidacy - This can be done at an HOA election Board meeting (verbally, physically by braising your hand, in written format, etc.).
3. Be elected by the HOA - The candidate needs to be elected by the HOA to become a member of the Board, which will be conducted during the association's annual HOA election Board meeting (traditionally held NLT February). Ideally a representative of all or most of the home owners of the community will be in attendance at the meeting and vote on all nominees. Otherwise, a quorum (most of those attending the meeting) is sufficient for a vote to take place and pass. The candidate with the most votes will win and will begin their new role immediately.

The transition into the new role will be assisted by the previous President (or Vice President) and if necessary, the Treasurer. This is required to sign necessary documentation essential for the role.

4. To resign from the position on the Board, this resignation must be submitted in written format to the HOA Board – ideally, at least 2 weeks prior to the last day of serving in that position.