



---

## **Evergreen Park HOA President Responsibilities**

### **What is an HOA President?**

An HOA (Homeowner's Association) President is the elected or appointed leader of a homeowner's association's Board of directors and plays a central role in guiding the community's operations. This person helps organize Board activities, support communication with residents, and works to keep the association running smoothly. Presidents are typically chosen through volunteering and being elected by the members of the HOA (or a quorum of those attending the meeting where the election is taking place). The President will serve a set term based on the association's governing documents (usually just 1 year).

### **Key duties of an HOA Board President**

There are standard expectations from an HOA Board President; For the most part, the most common HOA Presidential duties are the following:

#### **1. Presiding over the Board and/or HOA committee meetings**

The HOA President schedules, leads, and facilitates Board meetings by setting the agenda, opening the session, and guiding the discussion. Effective meetings require preparation, so the President typically works with the other Board members (Vice President, Treasurer, and Secretary) in advance to finalize agenda items. During the meeting, the HOA President helps maintain order and keeps the Board operating and focused. HOA Board meetings and general meetings must be attended.

#### **2. Making decisions**

The HOA President plays a key role in Board decision-making, helping to shape discussions and offering direction. While the President does not act alone, the President often leads efforts to build consensus when opinions differ. Otherwise, the President helps guide the Board toward shared decisions while respecting everyone's input.

#### **3. Enforcing rules and regulations**

The HOA President works with the Board, the city (Powder Springs), and property managers to support consistent rule enforcement. They help interpret the governing documents (Covenant) and apply policies in a fair and transparent way.

Although the President is not personally responsible for issuing violation notices, they may provide guidance on how to approach specific situations and verify that enforcement steps align with association procedures.

#### 4. Representing the community

The HOA President represents the Board's position and often communicates important information on behalf of the association. Whether through meetings, emails, or official letters, the President speaks for the Board, not just themselves. The President may also meet with city officials, legal counsel, or outside consultants on behalf of the HOA. The President should be mindful to speak within the scope of the Board's direction and avoid making commitments unless the Board has reviewed and approved them. The President also handles homeowner concerns.

#### 5. Working with other Board members

The HOA President collaborates with fellow Board members to align priorities, assign responsibilities, and advance community goals. They can help keep projects moving and bring people together when different opinions arise. Open communication and respect among all parties are critical, and the President can help model those values.

#### 6. Managing the budget

While the treasurer handles day-to-day financial oversight, the HOA President supports long-term planning and budget discussions. The President will review financial reports, help prioritize funding, and collaborate with the treasurer, property managers, and others as appropriate (such as outside parties). The President does not approve spending on his/her own but may help guide financial strategy and communication. The President may also take part in discussions with lawyers, auditors, banks, and insurance providers as part of the budgeting process, subject to Board approval and within the limits of the President's authority.

#### 7. Delegating tasks

An HOA President delegates responsibilities to other Board members and committees to help cover the association's needs. The President doesn't manage every detail personally but instead helps organize who is responsible for what. Presidents may assign projects related to community issues such as landscaping, vendor proposals, or rules review, then check in regularly to monitor progress and offer support. This may also include our HOA website and email.

#### 8. Signing legal documents

The HOA President typically has the authority to sign contracts, agreements, and other legal documents on behalf of the Board, once approved by the Board and legal counsel (as applicable). This may include items like vendor contracts, banking forms, and insurance paperwork. Signing authority comes with the responsibility to sign only documents that reflect Board decisions. Before signing official HOA documents, Board Presidents should consult with legal counsel regarding the necessary steps required to satisfy all applicable laws and regulations.

## 9. Appointing committees

The HOA President may be responsible for recommending or appointing members to committees. These committees often assist with community-specific efforts such as events, architectural review, or landscaping. The President helps clarify each committee's scope, supports their activities, and brings updates to the Board.

NOTE: The Evergreen Park HOA 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 President?**

If you are curious about how to become the HOA President, 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 raising 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 homeowners of the community will attend 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.