



## **“Bruton Glen” Homeowner’s Association**

**Attn. Board of Director’s**

**P.O. Box 5546**

**Williamsburg, Virginia 23188-5546**

**E-Mail: [BrutonGlenHOA@cox.net](mailto:BrutonGlenHOA@cox.net)**

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### **~ Board of Director’s ~** *Officer’s Responsibilities & Duties*

#### **President:**

The President shall preside at all meetings of the Board of Director’s and shall see that the orders and resolutions of the Board of Director’s are carried out as directed or prescribed in the Associations governing documents, and shall also sign all leases, mortgages, deeds and other written instruments, and shall authorize the expenditures of the Association by co-signing all checks, promissory notes and/or expense vouchers.

The President shall maintain and manage the BOD’s Petty Cash Account, which is to be utilized for business purposes only. This account shall be used as necessary to maintain the business operations of the Association. The Treasurer shall be provided with monthly financial reports detailing the expenditures of this account. The Treasurer will provide reimbursement of funds to this account as directed by the President in order to maintain its minimum balance.

The President shall oversee that the entire operations of the Association are carried out as prescribed by the Association’s governing documents. He’ll also be responsible for managing its officers and delegating duties and responsibilities as required in order of maintaining the appropriate business matters and operations of the Association.

The President by authority of the Board of Director’s and/or Association shall act as a representative and/or resource contact for Homeowner’s in order to provide the appropriate information and/or directives associated with the Association and it’s governing documents.