



## **“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*

#### **Vice President:**

The Vice President shall act in the place and stead of the President in the event of his/her absence, inability or refusal to act, and shall exercise and discharge any and all such other duties and responsibilities as may be required of him/her by the delegation and/or directives set forth by the President, Board of Director’s and/or Association.

The Vice President by authority of his/her position shall also hold the position of Director of the Architectural Review Committee (ARC) and shall be responsible for overseeing and managing the operations of this committee and it’s appointed Chairman/Chairperson. He’ll also be responsible for the appropriate notification to homeowner’s of violations prescribed in the Association’s governing documents.

The Vice President shall see that all governing documents of the Association are upheld by all Homeowner’s and are in compliance with state and local codes and compliance regulations as prescribed by such. He’ll also be responsible for the review and pre-authorization of all ARC Applications submitted to the committee for approval, assuring that provisions of any and all regulations have been met, prior to presenting the application to the Board of Director’s for final approval.

The Vice President by authority of the President, 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. He’ll also be responsible for performing such other delegated duties as directed and/or required by the President, Board of Director’s and/or Association.