

## HBPOA Description for Open Positions

**Vice President:** The Vice President shall during the absence of or inability of the President, render or perform the duties of the President and or exercise other Powers of the President as set forth in these By- laws, and perform any other duties delegated to him by the President. The Vice President shall also regularly assist when required in the duties of the Directors.

**Secretary:** The Secretary shall keep the minutes of the meetings of the membership and the Board of Directors, shall serve all notices of the Corporation and perform the duties incident to the office of Secretary. Shall participate in the preparation of the annual budget.

Duties of the Directors:

The duties and authorities of the Directors shall be as follows:

**Director - Subdivision Restrictions:** Subdivision Restrictions shall review violations of the subdivision restrictions. Will verify, conduct an appropriate investigation, attempt resolution and refer to the President and/or the Board of Directors for a confirmation of the action recommended.

**Director - Swimming Pool and Parks:** Swimming Pool and Parks shall be responsible for the repair, maintenance, operation, and use of the swimming pool and parks. Shall be responsible for notifying the Board of Directors of problems with the operation of these facilities and shall check to verify that only property owners in good standing are utilizing these facilities. Verify that the facilities are being used in accordance with policy and procedures established by the Board of Directors.

**Director - Aransas County Liaison:** Aransas County Liaison shall be the primary contact of the Corporation with the Holiday Beach Water Supply Company, Lamar VFD and other local government identities. The Director should establish a rapport with all levels of county government to ensure that the Holiday Beach Subdivision obtains an equitable amount of county services. This should include but not limited to, roads, drainage, mosquito control, fire control, and the Sheriff's office. The Director shall keep the Board of Directors informed of all pertinent information.

**Representative at Large #2:** This position shall be a non-voting member and shall be allowed to participate in all meetings of the board of Directors. Should a member of the Board of Directors leave for any reason, then one of the two Representatives at Large shall be appointed to fulfill the term of the leaving Director or Officer. These members may assist other Board Members, serve on committees or other responsibilities as deemed necessary by the President.