

Vice President

If the office of President becomes vacant by death, resignation, or otherwise, or in the absence of the President, or their disability to discharge their duties , those duties transfer, for the time being, to the Vice President.

Responsibilities include:

- Oversee the annual board election process (includes nomination and voting activities).
- Investigate and confirm that the HOA insurance is up to date and competitively quoted (ensure adequate protection for liability protection of the HOA and board members).
- Upon notification from the treasurer, place liens on homes that are delinquent on HOA dues.

Website Coordinator – the website coordinator oversees administration of the Hunt Club website.

Responsibilities include:

- Execute activities with various vendors required for website administration (e.g., website design/maintenance, domain name, hosting, etc.)
- Update website content (e.g., board members, block captains, events, post board meeting minutes, etc.)
- Publish Hunt Club Sub E-News emails to inform residents of current events, social activities, etc.