Job description for the President

Role and Legal Authority

The President acts as the community's sole legal representative, entrusted with the authority to make decisions on its behalf. However, should the President act in a way that harms the community's interests, the community reserves the right to take legal action. The administrator, Mileniun Levante S.L., is charged with primary responsibility for ensuring that all legal requirements and regulations in Spain and the Comunidad Valenciana are followed.

Governance and Decision-Making

The community's general meeting holds ultimate authority, and both the President and Vice Presidents are tasked with implementing its decisions. Their principal responsibilities comprise managing the community's finances, supporting development, and protecting owners' investments.
Vice-president(s) step in for the President if the position is absent, vacant, or if the President is incapacitated. They assist with duties as decided by the general assembly. The President is permitted to act alone when urgent matters arise between meetings.
The Social Club and Fitness Centre with Sauna are facilities shared between Zeniamar IX and X. Consequently, the Presidents and elected representatives from both communities must cooperate and convene regularly.

Presidential Responsibilities

The President is required to hold at least one Annual General Meeting (AGM) each year to present accounts and review activities. Separate accounts must be maintained for the Social Club (shared with Zeniamar X) and for the Garage, as not all owners possess storage or parking plots and some are from outside the community.

- Maintaining distinct accounts is essential for clear financial management:
- The Social Club account operates jointly with Zeniamar X.
- The Garage account remains separate, since not all residents have storage or parking plots, and owners from other communities may lease these facilities.
- Ensuring that community assets are properly maintained. Prior to each AGM, the President must verify that a current maintenance and investment plan exists.

- Encouraging owners to pay community fees promptly and taking appropriate action against those who fail to comply.
- Keeping the accounts for the Social Club and Garage separate.
- For the Social Club, as it is shared with Zeniamar X.
- For the Garage, as not all are owners of storage and parking plots and some owners are from other communities hiring these facilities.
- The board does not provide information about apartment debts. The seller provides all legal documents needed for the sale, while the buyer's agent checks for any outstanding debts associated with the property.
- Helping uphold community rules, but not through physical enforcement (such duties are the responsibility of the police).
- Signing contracts with service providers when necessary.

Financial Management and Meetings

The President presides over the community's bank account.

- Meetings are held with the Vice Presidents and committee members when needed.
- The President is responsible for executing decisions made by the Annual General Meeting (AGM).
- The President, together with the Vice Presidents, may implement all non-urgent investments up to €3,000.
- Any investments exceeding €3,000 must be approved at an AGM or an Extraordinary General Meeting (EGM), as investment matters should not come as a surprise to owners.

Areas outside the President's Responsibility

The President is not responsible for addressing problems within private homes, such as electrical faults, water damage, or broken equipment.

Guests should contact the property owner directly for access to the Fitness Centre and Sauna, as these services do not fall under the President's remit.