

HOA Officer Duties:

President: The President shall preside at all meetings of the Board of Directors, shall see that orders and resolution of the Board are carried out; shall sign all leases, sign all checks and promissory notes. You'll be available to attend our board meetings and provide their board with your opinions and input of topics on the agenda.

Vice President: The Vice-President shall act in the place and stead of the President in the event of his absence, inability, or refusal to act, and shall exercise and discharge such other duties as may be required of him/her by the Board. You'll be available to attend our board meetings and provide their board with your opinions and input of topics on the agenda.

Secretary: The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board of the members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and of the members; keep appropriate current records showing the members of the Association together with their addresses, and shall perform such other duties as required by the Board. You'll be available to attend our board meetings and provide their board with your opinions and input of topics on the agenda.

Treasurer: The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of account; cause an annual audit of the Association books to be made by a public accountant at the completion of each fiscal year; and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy of each to the members. You'll be available to attend our board meetings and provide their board with your opinions and input of topics on the agenda.

Special Appointments; Member at Large: The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.