

Board Members - Responsibilities

The Board of Directors should be made up of eleven members and have the following powers:

Board Members

- Attend all meetings - in the event that any member of the board be absent from three consecutive regular meetings of the Board of Directors, the board may declare their spot vacant.
- Serve on one committee, which entails forming a plan of action to meet the committee's goals and report on committee's progress at monthly meeting.
- Take seriously all complaints and suggestions voiced by paying members of the association, listen sincerely and take careful consideration in response to them. We would not be here if it weren't for paying members. Provide the same attention to non-paying residents fostering good relationships to encourage their membership.
- Call special meetings of the board members whenever necessary, but should give all other board members three days notice of the meeting.
- Appoint and remove at pleasure of all officers, agents and employees of the association.
- Recommend the amount of annual assessments (at annual meeting).
- Adopt and publish rules and regulations governing the use of the common property and facilities and the personal conduct of the members and their guests thereon.
- Exercise, for the association, all powers, duties and authority vested in or delegated to this association.

Board of Directors - Officer's Responsibilities

President

Preside at all meetings and see that orders and resolutions are carried out and sign all notes, checks, leases, mortgages, deeds and all other written correspondence. He/she will be an ex-officio member of all committees except the nominating committee.

Vice President

Perform all duties of the president in his/her absence.

Secretary

Record the votes and keep the minutes of all meetings and proceedings of the board and the members. Keep the corporate seal of the association and affix it on all papers requiring the seal. Serve notice of meetings to the board and members. Keep appropriate current records showing the members of the association together with their addresses. Maintain a revolving fund of \$25 for the purpose of purchasing stamps, stationery and other necessary supplies. Shall perform other duties as required by the board.

Treasurer

Receive and deposit in an appropriate bank account all monies of the association and shall disperse funds as directed by resolution of the board of directors, provided, however, that a resolution of the Board of Directors shall not be necessary for disbursement up to twenty-five dollars for any single transaction. The treasurer shall sign all checks and notes of the association, provided that such checks and notes shall also be signed by signed by the president of the vice president.