

Members of the Board include the four Officers of the Association and three other voting members who broaden representation. All seven shall be chosen by a majority of the voting members attending the Annual Meeting and must be property owners within Mill Pond Acres.

DUTIES OF THE OFFICERS

The President shall be the executive officer and the official spokesperson of the Association and shall have general supervision of the affairs of the Association. The President or the Vice President shall preside at all meetings of the Association. He/She shall have the authority to appoint committees to investigate any matters of common interest to the members or the Board; shall be an ex-officio member of all committees; shall see that the resolutions of the Board are carried out; shall sign all notes and checks along with the Treasurer, (excepting that the Vice President may also sign checks along with the Treasurer); and shall sign all other written instruments.

The Vice President shall fill the office of President at any time the President is absent or unable to fulfill the duties of his/her office; shall be the keeper of the Robert's Rules of Order; and shall perform such other duties as may be directed by the Board.

The Secretary shall keep a written synopsis of the minutes of all meetings, including an accurate record of all votes and email notices to members. If a member has no access to email, he/she may make an alternative arrangement with the Secretary to receive these email messages. The Secretary shall keep a record of email and mailing addresses of the voting and non-voting members of the Association and shall manage the setup and operations of the Association's website, if applicable.

The Treasurer shall keep an accurate record of receipts and disbursements in books belonging to the Association. A full report on the Association's financial status shall be required at each meeting of the Board. The Treasurer shall deposit all monies to the credit of the Association in a suitable banking institution and shall disburse funds as approved by the Board. The Treasurer, together with the President or Vice President, shall sign all checks and vouchers. The Treasurer shall also receive and keep current records of all dues collected.