

ROLE RESPONSIBILITY FOR ELECTED POSITIONS
Official Record Book V2 7881 Exhibit "D"
Bylaws of the CWL HOA
Article VIII Paragraph 8.08

PRESIDENT

- 1) Preside at all meetings of Board of Directors
- 2) See that orders and resolutions of Board are carried out
- 3) Sign all leases, mortgages, deeds and other written instruments and co-sign all checks and promissory notes

SECRETARY

- 1) Record votes
- 2) Keep minutes of all meetings and proceedings of board and members
- 3) Serve notice of meetings of board and members*
- 4) Keep appropriate current records showing members of Association and their addresses*
- 5) Other duties as required by board

TREASURER

- 1) Receive and deposit all monies into appropriate accounts*
- 2) Disburse funds as directed by resolution of board of directors*
- 3) Sign all checks and promissory notes
- 4) Keep proper books of accounts*
- 5) Cause annual audit of Association books to be made by a CPA @ completion*
- 6) Prepare annual budget and statement of income and expenditures to be presented to membership at annual meeting.*

*Indicates that these duties are performed by a management company

July 14, 2009