

## The Secretary

- keeps and maintains records of all meetings of the Board of Directors (Board) and of the membership.
- with Board input, prepares agendas for all meetings.
- oversees plans and preparations for the Annual meeting of the Homeowners Association including securing meeting location, drafting election ballots with bios of new Board candidates, and distributing all relevant materials to all Lot Owners.
- maintains a current mailing list for the membership and electronically and/or via mail • advises membership of all Board and Membership meetings.
- disburses minutes of meetings to the membership.
- disburses other information to the membership, e.g., community affairs, neighbor needs and/or problems, etc.
- is custodian of the minutes of meetings and for most of the official records of the association and insures access to those records by members of the association and their authorized representatives.
- oversees additions, deletions, and new formation of the Community Directory.

Reviewed 3/10/2022