

WILLOW VALLEY CLUB ASSOCIATION

NOT AN OFFICIAL DOCUMENT – See complete By-Laws and Articles of Incorporation  
General Information – Regarding the Board of Governors & Board of Directors

The Board of Governors (BOG) is made up of past Board of Directors presidents and vice presidents of the association and one liaison member from the Board of Directors. The BOG is responsible to establish the annual budget with the Treasurer and oversee the Building Fund, Reserve Fund, and general expenditures, and oversee our elections. Voting is done by blind ballot. The ballots are not logged out to members for complete confidentiality. Ballots are mailed to members in good standing. Each membership has one vote. Owning multiple properties does not increase the number of votes.

The management of the business and affairs of the Association shall be vested in a Board of Directors (BOD) comprised of fifteen members. The major function of the Board of Directors shall be to carry out the day-to-day activities of the Association and to manage the clubhouse, marina and other areas of common ownership for the benefit of the membership.

Members of the Board of Directors must be regular members of the Association in good standing.

The Board consists of:

- A. Nine directors – Voted on by membership. Each is a two-year term. Voting will be divided 1, 3, 5 and two directors at large one year and next year 2, 4 and two directors at large.
  - District 1 – Willow Valley Estates 8, 8-A, 9 replotted and 10
  - District 2 – Willow Valley Mobile Home Estates 14, 15, and 16
  - District 3 – Willow Valley Mobile Home Estates 17 and 18
  - District 4 – Willow Valley Estates 5 and 11
  - District 5 – Willow Valley Estates 1, 2, 3, 4 replotted, 6, 7, and 12
  - Director at Large –
  - Director at Large –
  - Director at Large –
  - Director at Large – (Representing nonresident property owners)
- B. Secretary (Officer) – Voted on by membership. The term is one year.
- C. Treasurer (Officer) – Voted on by membership. The term is one year.

Three permanent standing committees as selected by the Board of Directors: (Chairman of these committee's must be a member in good standing, elected by the BOD.

- Recreation & Entertainment Committee Chairman – Term is one year
- Building & Maintenance Committee Chairman - Term is one year
- Publicity & Communications Committee Chairman - Term is one year

The Chairman and Vice-chairman shall be selected by the BOD and must be a member of the BOD.

Duties of the BOD are as follows:

**ALL BOD & BOG members are responsible to have read, understand and protect the BY-LAWS and ARTICLES of INCORPORATION of the Association.**

**Officers –**

Chairman – Shall be the chief executive officer of the Association. The chairman shall preside at all meetings of the general membership of the Association except those specifically called by the BOG.

The chairman shall have the power to appoint such committees, other than standing committees, as may be necessary, with the advice and consent of his or her board.

Vice Chairman – Shall perform all the duties of the chairman during his or her absence and at such times as the chairman is unable to act.

Secretary – Shall attend all meetings of the regular members and the BOD and keep s full and active account of their proceedings.

Treasurer – Shall keep full and accurate account of receipts and disbursements of the association books belonging to the Association. Shall deposit all monies and valuable objects in the name of the company in such depositories of safety vaults as may be designated by the BOD. Shall provide a report of finances at each general meeting of the general membership or as the BOD or BOG requests. The BOD shall provide the Treasurer with paid professional assistance as required to permit the Treasurer to keep full and accurate account of the finances of the Association. The paid office staff will report directly to the Treasurer.

#### **Members of the Board – Non-Officers**

Directors – District and at Large - Each Director will be responsible to attend and vote on measures brought up in the general meetings while brining up information obtained from their constituents or membership.

Recreation & Entertainment Committee Chairman – Shall advise the BOD on all matters pertaining to recreational or activities of the Association.

Building & Maintenance Committee Chairman – Shall advise the BOD of all matters pertaining to the maintenance, repair or improvements of the clubhouse, marina, and other common facilities. The caretaker will report directly to the Building and Maintenance Chairman.

Publicity & Communications Committee Chairman – Shall inform the members of all activities and functions of the Association and will make public releases and announcements which are in the best interests of the Association.