

3. Sending a copy of the recorded Document to the President or Secretary of BSRA.

IV. ORGANIZATION

- A. A President, Vice-President/Treasurer, and Secretary will be chosen by a majority of the voting membership. These individuals will be referred to as the Officers. The President and Secretary may be combined into one position if determined by a majority of the voting membership at an election meeting. All Officers will communicate regularly throughout the year and concur on actions taken.
- B. The President will be required to:
 1. Represent the association in all legal matters or designate another Officer.
 2. Act for the Association and obligate the Association in all matters that have received a majority approval of the voting membership.
 3. Act as spokesperson for the organization, subject to later approval by the membership.
 4. Direct all road work in accordance with guidelines set forth at the annual meeting and in these bylaws. Direct communication will be kept between President and Treasurer throughout all road work activities.
 5. Prepare annual maintenance report.
 6. Chair Association meetings.
 7. Read and sign minutes package prior to being mailed by Secretary
- C. The Secretary will be required to:
 1. Prepare the agendas in consultation with the President.
 2. Notify members of meetings in writing including agenda, date, time, and place, 3 weeks prior to meeting.
 3. Record the minutes including election and decision results by assessor's parcel number at Association meetings.
 4. Distribute the following packet to all BSRA members within 30 days following a meeting and after all Officers read and sign:
 - a. Minutes, including election and decision results by assessor's parcel number.
 - b. Member Status Spreadsheet.
 - c. Assessment Bills.