

5. Send any ballots required to members and record any Bylaw amendments with County Recorder after all Officers sign and notarize
 6. Act as an Association representative when requested to do so by the President
 7. Handle all other correspondence.
- D. The Vice-President/Treasurer will be required to:
1. Act as an alternate to the President when requested to do so by the President or when the Vice-President/Treasurer deems it necessary in the absence of the President.
 2. Keep a record of income and expenses.
 3. Prepare the annual financial report for annual meeting.
 4. Update and provide to Secretary, the Member Status Spreadsheet including all parcel owners, parcel identification, footages, occupancies, and assessment details for inclusion with minutes to be sent to all parcel owners. Assessed non-member status shall also be included on this sheet.
 5. Be responsible for all financial matters.
 6. Read and sign minutes package prior to being mailed by Secretary
- E. A majority of the voting membership will elect a Parliamentarian who will not be considered an Officer of the Association. The Parliamentarian will:
1. Confer with the President prior to Association meetings about proposed format for the meeting to be presented at the beginning of the meeting for approval or change by the voting membership.
 2. Assist in application of Roberts Rules of Order at Association meetings.
- F. An individual, to be eligible for election as an Officer or Parliamentarian, must be one of the legal owners of one of the said parcels and be a member in good standing of the Association. —Only one individual per parcel may hold office at any given time.
- G. Officers and the Parliamentarian are elected for two-year terms. However, any Officer can be removed from office by a majority of the voting membership anytime it feels that Officer is negligent.
- H. New Officers will normally take office on July 1st following the Annual Meeting. If, for some reason the election process is delayed past June 30th, the current Officers will act until it is complete.