

## April Board Review - Items I Blue were changes made at the April 2026 Board Meeting

### Section VII. Office Secretary

The Office Secretary shall:

- The Office Secretary shall be a paid employee of the Leisure Lake Association.
- The Office Secretary may or may not be the Board Secretary.
- File the approved financials and minutes of the meetings of the Board, **and all minutes of Leisure Lake committees** in one or more books provided for that purpose **and publish on the website and post on the bulletin board.**
- See that all notices are duly given in accordance with these Bylaws as required by law.
- Be custodian of the corporate records, documents, and the seal of the Association
- Keep the spreadsheet updated of names, unit and lot numbers, **and post office address of all members, covenant signed, payments of assessments, and if on a payment plan and if making payments.**
- **Keep QuickBooks updated.**
- **Maintain all member files and lot files.**
- Keep on file at all times a complete copy of the Articles of Incorporation and Bylaws of the Association containing all amendments thereto.
- **Act as custodian of all insurance policies authorized by the Board and maintains a record of such policies. (Deleted: He/She is responsible to the Board for their review and renewal authorization.) Put back in with their revnew wording: He/She is responsible too inform the board of their renewal.**
- Holidays observed by Secretary. Office will be closed New Year's Day, Independence Day (July 4th), Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day.
- Secretary shall not issue a boat or watercraft sticker to anyone owing money to Leisure Lake Association, **or to a non-member.**
- Either the Secretary or the Treasurer will deposit **all** checks and cash at the end of each established office work day in the name of the Association in such bank or banks as shall be selected by the Board of Directors.
- Be responsible for the receipt and issuance of receipts for all monies due and payable to the Association.
- To establish and maintain a relationship with the Grundy County Courthouse and any other businesses to validate the ownership of each Leisure Lake Association property and status of covenant agreement. Maintain a log of properties covered by the covenant agreement identified by lot numbers **and update spreadsheet.**
- **Back up the computer weekly.**
- **Assist legal committee with Board approval.**
- **Assist with monthly billing and letters for nonpayment, etc.**
- **Keep track of deaths of members and new members**
- **Pay all of the lakes bills in a timely maner.**
- **Send the agenda, financials, minutes and any bylaw revision to the board on Friday the week before the board meeting and make any revision by noon on Saturday before the board meeting. Post the agenda and by-laws revisions on the website and bulletin board no later than Monday before the board meeting.**

- Update the sign at the office & update the website monthly.
- Sign with the President or any authorized board member any instrument which has been authorized by the Board.

### **Section VIII. Treasurer**

The Treasurer shall:

- Have general charge of the Treasurer's financial book of the Association.
- Have charge and custody of and be responsible for all funds and securities of the Association.
- Either the Secretary or the Treasurer will deposit checks and cash at the end of each established office work day.
- With the help of the Budget and Finance Committee prepares a new annual budget for Board review and approval at least thirty (30) days prior to the last meeting of each fiscal year.
- Prepares and presents monthly budget reviews to compare budget performance to actual income and disbursements for the Board approval and action as may be required.
- In general, performs all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Board.
- Complete Quarterly Taxes, FUTA, W-2's and W-3's.