

Section 5. Duties of the officers are as follows:

President- The president shall preside at all meetings of the Board of Representatives; shall see that order and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments.

Vice President- The Vice-President shall act in the place and stead of the President in the event of his/her absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required by the Board.

Secretary- The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board. The Secretary will also keep current records showing the members of the LLPOA and their addresses. This information will be provided to the Board as needed.

Treasurer- The Treasurer shall receive and deposit in appropriate bank accounts all money of the LLPOA and shall disburse such funds as directed by resolution of the Board of Representatives; shall sign all checks and promissory notes of the LLPOA; keep proper books of the accounts; provide a monthly financial accounting of all expenses for the Board meeting; present an annual budget and statement of income and expenditures.

Article VII

Meeting of Members

Section 1. General Meetings. General meetings of all members from subdivisions and entities (business and independent owners) will be held quarterly (at date and times scheduled by the Board). These meetings will be open to all members who are good in good standing with the LLPOA.

Section 2. Special Meetings. Special meetings of the members may be called at any time by the Board of Representatives, or upon written request. All members are encouraged to go through their respective representatives to resolve any issues. If unable to resolve they are asked to email concerns to www.leisurelakepropertyownersassociation.com

Section 3. Notice of member General Meetings. Written notice of each meeting of the members shall be given by, or at the direction of, the Secretary or person authorized to call the meeting. This could be by flier attached to each mail box, by US mail, by email or by posting a notice on the LLPOA website. www.leisurelakewarnerrobins.com or any other written communication.