**OFFICER POSITIONS:**

**President.**

The President shall be the chief executive officer of the Corporation. It shall be his duty to preside at all meetings of the members and Directors; to have general and active management of the business and the Corporation; to see that all orders and resolutions of the Board of Directors are carried into effect; to execute all agreements and other instruments in the name of the Corporation, and to affix the corporate seal thereto when authorized by the Board of Directors.

He shall have the general supervision and direction of the other officers of the Corporation and shall see that their duties are properly performed.

He shall submit a report of the operations of the Corporation for the year to the Directors at their meeting next preceding the annual meeting of the members and to the members at their annual meeting.

He shall be ex-officio a member of all committees and shall have the general duties and powers of supervision and management usually vested in the office of the President of a corporation.

**Vice-President.**

The Vice-President or Vice-Presidents, in the order designated by the Board of Directors, shall be vested with all powers and required to perform all the duties of the President in his absence or disability and shall perform such other duties as may be prescribed by Board of Directors.

**Secretary.**

The Secretary shall attend all meetings of the Corporation, the Board of Directors, and any committee meetings. He shall act as clerk thereof and shall record all of the proceedings of such meetings in a book kept for that purpose. He shall give proper notice of meetings of members and Directors and shall perform such other duties as shall be assigned to him by the President or the Board of Directors.

**Treasurer.**

The Treasurer shall have custody of the funds and securities of the Corporation and shall keep full and accurate accounts or receipts and disbursements in books belonging to the Corporation and shall deposit all monies and other valuable effects in the name and to the credit of the Corporation in such depositories as may be designated by the Board of Directors.

He shall disburse the funds of the Corporation as may be ordered by the Board or President, taking proper vouchers for such disbursements, and shall render to the President and Directors, whenever they may require it an account of all his transactions as Treasurer, and of the financial condition of the Corporation, and at the regular meeting of the Board next preceding the annual members’ meeting, a like report for the preceding year.

He shall keep an account of the members of record in such manner and subject to such regulations as the Board of Directors may prescribe.

He shall give the Corporation a bond, if required by the Board of Directors, in sum and in form and with corporate security satisfactory to the Board of Directors for the faithful performance of the duties of his office and the restoration to the Corporation, in case of his death, resignation or removal from office, of all books, papers, vouchers, money and other property of whatever kind in his possession, belonging to the Corporation. Such bond and security shall, if required, be provided at the Corporation’s expense. He shall perform such other duties as the Board of Directors may from time to time prescribe or require.

THE FOLLOWING ARE ADDITIONAL AREAS OF RESPONSIBILITY THAT HAVE BEEN CREATED BY CURRENT AND/OR PREVIOUS BOARDS AND MAY CHANGE AT THE DISCRETION OF THE NEW BOARD:

**Architectural Review Chairperson (ARC)**

Responsible for receiving and circulating architectural review requests for approval.

**ARC Legal Compliance**

Interface with the attorney on legal issues.

**Interior Chairperson**

Responsible for parks and open space.

**Public Works.**

To make certain that the roads are properly taken care of during a snow storm.

**Community Relations.**

Interface with residents on issues of interest (such as block parties, block captains, etc)