

ASHFORD HOA - OFFICERS

PRESIDENT

(Must be board members)

(a) The President shall preside at all meetings of the Members and of the Board of Directors; shall see that orders and resolutions of the Board are carried out. The President shall have authority to sign all leases, mortgages, deed and other written instruments.

VICE PRESIDENT

(Must be board members)

(b) The Vice President shall act in the place, and stead of the President in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board. The vice President shall likewise have authority to sign all leases, mortgages, deed and other written instruments.

SECRETARY

(c) The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and the Members; keep appropriate current records showing the Members of the association together with their addresses, and shall perform such other duties as required by the Board.

TREASURER

(d) The Treasurer shall receive President shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse these funds as directed by resolution of the board of Directors; shall keep proper books of account; cause an annual audit of the association books to be made at the completion of each year; and prepare an annual budget and a statement of income and expenditure to be presented to the Membership at its regular annual meeting, and deliver a copy of each to the members requesting the same.