

Stonebridge Community Association Officer Duties

President. The president shall be the principal executive officer of the association. Subject to the direction and control of the Board of Directors, the president shall be in charge of the business and affairs of the SCA; the president shall see that the resolutions and directives of the Board of Directors are carried into effect, except in those instances in which that responsibility is assigned to some other person by the president or the Board of Directors; and, in general, shall discharge all duties incident to the office of president and such other duties as may be prescribed by the Board of Directors. The president shall preside at all meetings of the members and of the Board of Directors. Except in those instances in which the authority to execute is expressly delegated to another officer or agent of the SCA or a different mode of execution is expressly prescribed by the Board of Directors or these By-Laws, the president may execute for the SCA any contracts or other instruments which the Board of Directors has authorized to be executed, and may accomplish such execution either individually or with the secretary or any other officer authorized by the Board of Directors, according to the requirements of the form of the instrument.

Vice President. The vice president shall assist the president in the discharge of his or her duties as the president may direct and shall perform such other duties as from time to time may be assigned by the president or by the Board of Directors. In the absence of the president or in the event of the president's inability or refusal to act, the vice president shall perform the duties of the president and when so acting, shall have all the powers of and be subject to all the restrictions upon the president.

Treasurer. The treasurer shall be the principal accounting and financial officer of the association. The treasurer shall (a) have charge of and be responsible for the maintenance of adequate books of account for the SCA; (b) have charge and custody of all funds and securities of the SCA, and be responsible for the receipt and disbursement thereof; and (c) perform all of the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him or her by the president or the Board of Directors. If required by the Board of Directors, the treasurer shall give bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Directors shall determine. The treasurer shall to homeowners, annually, and at each regular meeting of the Board of Directors, make a statement of the financial condition of the association. The treasurer shall cause to be sent to each homeowner, quarterly, a statement of the amount owing from said homeowner to the association and the treasurer shall send all warning notices to all homeowners who are delinquent in the payment of dues, fines and late fees to the SCA, together with the amount of such arrearage.

Secretary. The secretary shall see to the recording of the minutes of the meetings of the homeowners and of the Board of Directors in books provided for that purpose; see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; be custodian of the association records, conduct all official correspondence of the association subject to the general supervision of the president; and perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him or her by the president or by the Board of Directors.