

PRESIDENT/VICE-PRESIDENT

*Preside over both H.A. Board meetings and Homeowners meetings.

* (?) Collect mail and sort. (see Secretary) and keep correspondence file.

*Correspond with homeowners on questions over covenants and general complaints as decided upon by the board.

*Keep dumpster enclosure keys on hand to issue to new residents (or assign this duty to another board member). Newly issued copies are no charge replacements keys carry a \$5 charge.

*Executive in charge of all committee assignments.

*Communicate with attorney on legal matters when necessary as decided and voted on by the board.