

SECRETARIAL DUTIES

*Minutes to be taken at every H.A. Board meeting as well as at the Homeowners Meetings.

*Newsletters to homeowners typed as decided upon by the board.

*(?)Pick up mail at the post office box weekly and sort. Correspondence going to next meeting or to president for immediate response. Bills going to treasurer at least twice a month. The question notation (?) is present to show that this duty could be handled by another officer or shared.

*Reading of minutes from previous meetings of both H.A. Board and Homeowners Meetings.

*(?)Keep correspondence file in order. (?)Whoever takes the assignment of picking up the mail for processing should keep this file.

*Work to keep list of homeowners addresses and ownership of lots updated with help from treasurer (this should be the responsibility of all board members to help with this item within their capacities ie. Architectural Control Committee Chair can contribute to this work when keeping track of new homes being built etc.)