

Secretary

Roles and responsibilities

Board and committee meetings

- Attend regularly scheduled board meetings and annual meeting in November
- Keep a record of all the meetings of the Association and of the Board of Directors
- Prepare agendas and minutes of each meeting

Budget

- Include in the minutes of each meeting of the Association and of the Board of Directors an itemized listing fully identifying all expenditures authorized or approved at each meeting

Other responsibilities:

- In the absence of other directions by the Board of Directors or the Association, the Secretary shall carry on all correspondence in the name of the Association
- The Secretary shall be responsible for the custody and archival of all correspondence and other records not otherwise provided for in the Bylaws
- Maintain the following records and make them available by request:
 - Copies of the recorded Declaration, other community instruments, and other duly recorded covenants and Bylaws and any Amendments, Articles of Incorporation, annual reports, and any rules and regulations adopted by the Board
 - Detailed and accurate records in chronological order of the receipts and expenditures affecting the Community Areas, specifying and itemizing the maintenance and repair expenses of the Community Areas and any other expenses incurred, and copies of all contracts, leases, or other agreements entered into by the Board
 - The minutes of all meetings of the Board which shall be maintained for not less than 7 years
 - With a written statement of a proper purpose, ballots and proxies related thereto, if any, for any election held for the Board and for any other matters voted on by the owners, which shall be maintained for not less than one year
- With a written statement of a proper purpose, such other records of the Board as are available for inspection by members of a not-for-profit corporation pursuant to Section 107.75 of the General Not For Profit Corporation Act of 1986