

# **Bakerview Townhomes (BT) Condominium Owners' Association (COA)**

## **Duties of Officers Of the Board of Directors**

Primary Source: BT COA Bylaws of Nov 30, 2005

# President

- “The President shall preside at all meetings of the Association and the Board of Directors and shall appoint such committees as he(/she/they) or the Association shall consider expedient or necessary.” (Bylaws Art V, Section 1 – “Duties of Officers: President”)
  - Sign leases, contracts, or other instruments in writing (Bylaws Art V, Section 5)
  - Have an audit presented at any special meeting (Bylaws Art III, Section 1)
  - Call special meetings (Bylaws Art III, Section 2)
  - Call Board meetings (Bylaws Art IV, B, Section 3)
- Enforce the Declaration/CCR&Rs and Bylaws, Oversee the Common Fund for functioning of the Condominium, and Act in the interest of the Association Members (Derived from Bylaws Art IV, B, Section 5 – “Duties, Powers, and Authority of the Board”)

# Vice President

- “In the absence of the President, the Vice President shall preside and assume the duties of the President.” (Bylaws Art V, Section 2 – “Duties of Officers: Vice President”)
  - *Implied: All duties (and authorities) of the President in his/her/their absence*
- Enforce the Declaration/CCR&Rs and Bylaws, Oversee the Common Fund for functioning of the Condominium, and Act in the interest of the Association Members (Derived from Bylaws Art IV, B, Section 5 – “Duties, Powers, and Authority of the Board”)

# Secretary

- “The Secretary shall keep the minutes of all meetings of the Association and of the Board of Directors; shall, if requested, read such minutes at the close of each meeting for approval; and shall mail out all notices for meetings of the Association or the Board of Directors. He(/*She/They*) shall keep an accurate account and collect all application fees and charges due from members, and perform such other duties as may be required by him(/*her/them*) by Bylaws, the President, or the Board of Directors.” (Bylaws Art V, Section 3 – “Duties of Officers: Secretary”)
  - Sign leases, contracts, or other instruments in writing (Bylaws Art V, Section 5)
  - Call Board meetings w/ request of 2 Board Directors (Bylaws Art IV, B, Section 3)
- Enforce the Declaration/CCR&Rs and Bylaws, Oversee the Common Fund for functioning of the Condominium, and Act in the interest of the Association Members (Derived from Bylaws Art IV, B, Section 5 – “Duties, Powers, and Authority of the Board”)

# Treasurer

- “The Treasurer shall have charge of all receipts and moneys of the Association, deposit them in the name of the Association in a bank approved by the Board of Directors, and disburse funds as ordered or authorized by the Board of Directors. He(/She/They) shall keep a regular account of his(/her/their) receipts and disbursements, submit his(/her/their) records when requested, and give an itemized statement at regular meetings of the Association. He(/She/They) shall sign checks and withdrawal slips on behalf of the Association upon any and all of its bank accounts, and the same shall be honored on his(/her/their) signature alone.”  
(Bylaws Art V, Section 4 – “Duties of Officers: Treasurer”)
  - Sign leases, contracts, or other instruments in writing (Bylaws Art V, Section 5)
- Enforce the Declaration/CCR&Rs and Bylaws, Oversee the Common Fund for functioning of the Condominium, and Act in the interest of the Association Members (Derived from Bylaws Art IV, B, Section 5 – “Duties, Powers, and Authority of the Board”)

# Member at Large

- Duties not specifically defined by the Bylaws
  - *Implied: Specific duties as authorized by the President with Board endorsement*
  - *Likely: Lead special committees outside normal duty scope of titled officers*
- Enforce the Declaration/CCR&Rs and Bylaws, Oversee the Common Fund for functioning of the Condominium, and Act in the interest of the Association Members (Derived from Bylaws Art IV, B, Section 5 – “Duties, Powers, and Authority of the Board”)