

## **DUTIES OF THE OFFICERS**

**10.5 President.** Subject to such supervisory powers as may be given by the Board to the chair of the Board, if there shall be such an officer, the president shall be the chief executive officer of the Association and shall, subject to the control of the Board, have general supervision, direction and control of the business and officers of the Association. He shall preside at all meetings of the Members and in the absence of the chairman of the Board or, if there be none, at all meetings of the Board. He shall be an ex-officio member of all standing committees of the Board and shall have such other power and duties as may be prescribed by the Board or the Bylaws.

**10.6 Vice President.** In the absence or disability of the president, the vice president shall perform all duties of the president and, when so acting, shall have all the powers of and be subject to all the restrictions upon the president. The vice president shall have such other powers and perform such other duties as from time to time may be prescribed for him by the Board or the Bylaws.

**10.7 Secretary.** The secretary shall keep or cause to be kept a book of Minutes, at the principal office or such other place as the Board may order, of all meetings of directors and Members, with the time and place of holding, whether regular or special, and if special, how authorized, the notice given, the names of those present at directors' meetings, the Members present or represented at Members' meetings, and the proceedings thereof. The secretary shall keep or cause to be kept a membership book containing the name and address of each Member. Termination of any membership shall be recorded in the book, together with the date on which the membership ceased.

The secretary shall monitor regulations affecting Carriage Manor's exemptions, keep the Board informed of developments and status, drive the biennial HOPA survey and analysis, and archive relevant documentation and the HOPA responses and analyses.

The secretary shall give or cause to be given notice of all the meetings of the Members and of the Board required by the Bylaws, the Articles of Incorporation, the Declaration, and the laws of the State of California.

The secretary shall keep the seal of the Association in safe custody and shall have such other powers and perform such other duties as may be prescribed by the Board or the Bylaws.

**10.8 Treasurer.** The treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Association. The books of account shall at all times be open to inspection by any Director. The Treasurer's Report shall be read at every monthly meeting. He/She shall have such other duties and perform such as may be prescribed by the Board or these Bylaws.

**10.9 Ombudsman.** The ombudsman shall be a member of the Board who serves, as the Association's conciliator and peacekeeper, wherever possible, in any upset involving the Association Members, Board, or committees, the ombudsman shall be responsible for investigating complaints, proposing and helping to implement appropriate solutions, including revisions of CC&Rs, Bylaws, and Rules, and keeping the Association and Carriage Manor efficient, peaceful, safe, attractive, and comfortable.