

ARTICLE IV Officers

4.1 Designation. The officers of the Association shall be a President, a Vice President, a Secretary, a Treasurer, and a Water System Liaison.

4.2 Election of Officers. The officers of the Association shall be elected annually by the Board from among its own members and shall hold office at the pleasure of the Board. Should an office become vacant, the Board will attempt to fill it at the next scheduled Board meeting or schedule a Special Board meeting for this purpose, if deemed necessary.

4.3 Removal of Officers. Upon an affirmative vote of a majority of the members of the Board, any officer may be removed, with or without cause, and a successor elected at any regular or special meetings of the Board called for such a purpose.

4.4 President. The President shall be the chief executive officer of the Association. The President shall preside at all meetings of the Association and the Board. The President shall have all the general powers and duties which are usually vested in the office of the President of a nonprofit association, including but not limited to, the power to appoint committees from among the owners to assist in the conduct of the affairs of the Association.

4.5 Vice-President. The Vice-President shall take the place of the President and perform the duties of the President whenever the President shall be absent or unable to act. The Vice-President shall serve as the Board's primary reference on the Association's governing documents and shall perform such other duties as requested by the Board.

4.6 Secretary. The Secretary shall keep the minutes of meetings of the Board and minutes of meetings of the Association, have charge of such books and papers as the Board may direct, distribute, and receive ballots and verify elections, and perform all the duties incident to the office of Secretary. The Secretary shall keep up-to-date a complete list of members, their mailing addresses, and designation of the tract(s) owned. Such list shall be distributed to members no less than once a year and shall be open to inspection by other persons lawfully entitled on request. The Secretary or other designated Board Member shall ensure that the Annual Report of the Association to the Washington State is filed, and the Business License Renewal for the Association is paid between May 1 to October 31 of each year at: www.secure.dor.wa.gov.

4.7 Treasurer. The Treasurer shall maintain the Association's financial records. The Treasurer shall also have responsibility for Association funds and for

keeping full and accurate accounts of all receipts and disbursements in books belonging to the Association. The Treasurer shall be responsible for the deposit of all monies and other valuable effects in the name and to the credit of the Association in such depositories as designated by the President and Treasurer. Checks written for \$2,000 or greater need endorsements from two board members, one being the President. The Treasurer shall prepare a written report for presentation at each meeting of the Board of Directors, as well as the Annual Meeting. The Treasurer shall check the SMCA Post Office Box a minimum of twice a week, preferably on Monday and Wednesday. If unable to check the P.O. Box, the Treasurer shall advise the President, who will then assume that responsibility. All mail received at the P.O. Box shall be distributed to the proper Board member within one week of receipt.

4.8 Water System Liaison. The Water System Liaison shall be the point-of-contact on the Board for all communications between the Board of Directors and the Water System Coordinator, the meter readers, the meter biller and the company contracted to manage and maintain the Water System. The Water System Liaison has the authority to delegate to the Water System Coordinator the responsibility for communicating with the meter readers and company managing the Water System. In the absence or incapacitation of the Water System Coordinator, the Water System Liaison shall assume all duties of the Water System Coordinator. In such an event, the Water System Liaison has the authority to delegate those responsibilities to other volunteers or contract out the duties upon approval of the Board.

4.9 Other responsibilities. The above list of responsibilities is not comprehensive. To prepare for emergencies, help new officers step into their roles, and enhance continuity, current officers shall maintain an informal job description for their position. The description should briefly cover customary tasks, timelines, contacts, and/or other specifics that will assist their successor. Incoming Board members will receive an updated copy of these job descriptions.