

ARTICLE IV Officers

4.1 Designation. The officers of the Association shall be a President, a Vice President, a Secretary, ~~and~~ 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 meeting of the Board called for such 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 ~~once~~ twice a week preferably 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 [~~should we call this position the Water System Director?~~]. 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 ~~disability~~ incapacitation of the Water System Coordinator, the Water System Liaison shall assume all duties of the Water System Coordinator. In such 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.

4.89. 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.

ARTICLE V Appointed Positions

5.1. In addition to the officers noted above in Article IV, all of whom must be elected Board members, others appointed by the Board play vital roles in the Association.

These may include, but are not limited to:

- a. Members of the Architectural Control Committee (ACC). Composition, duties, and procedures of the ACC are outlined in the Declaration and the Architectural Committee Rules. The ACC shall submit a written report for presentation at each Board of Directors Meeting.
- b. The Water System Coordinator/ Assistant. The Water System Coordinator serves as the liaison primary point of contact between the Association and its professional water management firm service provider and updates the Board Water System Liaison and membership on the community water system's performance. The Water System Coordinator operationally supervises the Meter Readers. The meter readers provide the meter readings directly to the and provides the meter readings to the Water System Biller within one (1) week two (2) business days after the end of the billing period. The Water System Coordinator will prepare a written Water System Report for presentation at each SMCA Board of Directors Meeting. At a minimum, the Water System Report should include a) abnormal/unusual usage reports, b) water quality reports, c) a description of any notable repairs and maintenance activities, and d) notice of upcoming system activities and/or maintenance.
- c. The Webmaster. The Webmaster who designs and maintains the Association's website on behalf of the Board.
- d. The Alternate Treasurer. The Alternate Treasurer who is duly authorized by the Board, relevant financial institutions and the Post Office to carry out the Treasurer's duties when necessary.

~~[Note: Steve will be meeting with KW either this week or next week to complete our research on them providing meter reader and billing services. If we move forward with KW letters (e) and (f) will no longer be applicable. See attached.]~~

- e. The Meter Reader(s). The Meter Readers read meters, and provide the readings to the Water System ~~Coordinator~~ ~~Billers~~ within ~~4-week~~ two (2) business days after the end of the billing period. ~~verifies and sends out each household's bill for community water usage~~. Several appointees may share these duties. Meter Readers coordinate their schedules with and report to the Water System Coordinator ~~operationally~~.
- f. The Water System Biller. The Water System Biller sends out each household's bill for community water usage within ~~3-weeks~~ one (1) week of the end of the billing period. The Treasurer may also serve as the Water System Biller if directed by the Board.
- g. Other volunteer positions may be appointed by the Board from time to time as needed.

5.2. To prepare for emergencies, help new appointees step into their roles, and enhance continuity, appointees will maintain an informal job description for their position, briefly noting customary tasks, timelines, contacts and/or other specifics that will assist their successor. They will submit to the board any documents that should become a part of the Association's records

BOARD MEMBER ETHICS

Adhering to a set of ethical standards can help community association board members fulfill their volunteer duties with the community's best interests in mind. The model code below is not meant to address every potential ethical dilemma but is offered as a basic framework that can be modified by any common-interest community.

Board members should:

- ① **Serve the best interests of the association as a whole regardless of their personal interests.**
- ② **Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances, and resources.**
- ③ **Act within the boundaries of their authority as defined by law and the association governing documents.**
- ④ **Provide opportunities for residents to comment on decisions facing the association.**
- ⑤ **Perform their duties without bias for or against any individual or group of owners or nonowner residents.**
- ⑥ **Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.**
- ⑦ **Conduct open, fair, and well-publicized elections.**
- ⑧ **Always speak with one voice, supporting all duly adopted board decisions even if the board member was in the minority regarding actions that may not have obtained unanimous consent.**
- ⑨ **Keep confidential any owner, resident, or other third-party discussions, decisions, and comments made at any meeting of the board properly closed or held in executive session unless specifically authorized by the board.**
- ⑩ **Refrain from making unauthorized promises to a contractor or bidder.**
- ⑪ **Decline gifts directly or indirectly from owners, residents, contractors, or suppliers.**
- ⑫ **Represent only known facts in any issue involving association business.**
- ⑬ **Refrain from personal attacks, harassment, or threats with colleagues, staff, or residents.**

To learn more about how community associations are organized, governed, and managed, see CAI's [Community Association Living: An Essential Guide for Homeowner Leaders](#), at www.caionline.org/CALiving.