

ARTICLE V Appointed Positions

5.1. In addition to the officers noted above, 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.

b. **The Water System Coordinator/Assistant.** The Water System Coordinator serves as the primary point of contact between the Association and its professional water management service provider and updates the Board Water System Liaison and membership on the community water system's performance. Meter readers provide the meter readings directly to the Water System Biller within 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 designs and maintains the Association's website on behalf of the Board.

d. **The Alternate Treasurer.** The Alternate Treasurer is authorized by the Board to carry out the Treasurer's duties when necessary.

e. **The Meter Reader(s).** The Meter Readers reads meters and provide the readings to the Water System Biller within two (2) business days after the end of the billing period. Several appointees may share these duties.

f. **The Water System Biller.** The Water System Biller sends out each household's bill for community water usage within 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 Associations records.