

Secretary

IV. The duties of persons holding the above offices are as follows:

- VIII. (1) The Recording Secretary shall be present to record the minutes of meeting held by either the Board of Governors or the general membership.
- (2) The minutes of the meetings shall be approved by a 2/3 vote at the next meeting of the Board of Governors or the general membership, whichever group was responsible for the minutes.
- (3) The Recording Secretary will be a non-voting member of the Board of Governors, appointed by the President.

- (takes notes at meetings and makes sure correspondence with neighbors is handled properly)
- Front entrance decorator (Rachel Scott)
- Garage sale coordinator team (Rachel Scott + helpers)
- Hospitality Coordinator-making sure new residents receive a "Welcome to the Neighborhood" flyer
- Enforcement resident-sends letters reminding residents to keep up their property