

Areas of responsibility:

President – The president of the Clearmeadows Community Association board of directors or other designee shall be the only person authorized to negotiate and contract with the management company. This shall insure that the board speaks with one voice and does not issue conflicting instructions to the management company. The president shall preside over all meetings of the Association.

Vice President - The vice president of the Clearmeadows Community Association board of directors shall be responsible for ~~property~~ ^{ABC} oversight of all committees. In the absence of the president, the vice president shall preside over meetings.

Treasurer - The treasurer of the Clearmeadows Community Association board of directors shall be responsible for insuring the integrity of financial statements, bank statements, and reviewing a proposed budget.

Secretary - The secretary of the Clearmeadows Community Association board of directors shall maintain decorum at Association meetings, take detailed notes, produce meeting minutes and distribute same to the board of directors within 7 days of each meeting for review and approval; edit as necessary and forward to assigned Director for posting on the HOA website.

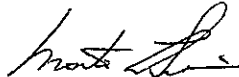
Director - The other director of the Clearmeadows Community Association board of directors shall assume such responsibilities as may be assigned by the board.

This policy is adopted this 17th day of January 2008 at an open Board meeting where a quorum of the Board was present and becomes effective immediately.

ATTEST:



Chris Leedle
President



Monte Silliman
Secretary

1-23-08