

LOST CREEK HOA BOARD OFFICERS' FUNCTIONS AND RESPONSIBILITIES

SECRETARY

Function of Position:

The function of this position is to act as a liaison between the HOA Board and the Lost Creek Community at Large.

Responsibilities Include:

- Attending once-a-month HOA Board meeting and the Annual Homeowners' Meeting.
- Taking notes at monthly meetings; sending a copy of meeting notes (minutes) to all HOA Board members for review in order to approve or amend at the following month's meeting.
- Keeping the minutes of all proceedings at the Annual Homeowners' Meeting. In the event of a vote, the secretary shall record the votes.
- Posting approved minutes on the Lost Creek website (www.lostcreek.org) so that the entire Lost Creek Community is aware of discussions and decisions at the HOA Board meetings
- Post a sign at the Clubhouse prior to meetings, so that the Lost Creek community is aware of the meeting date and time; if sign is unavailable, notify residents via other communication, such as email.
- Update the neighborhood with the current list of HOA Board members and ACC Committee; post information on the Lost Creek website.
- Inform the neighborhood of various issues of interest to the neighborhood.