

Silver Springs Single Family HOA Bylaws:

Article VIII Section 10. Secretary. The Secretary shall record the votes and keep the minutes of the meetings and proceedings of the Board and of the Members; have charge of the corporate books and papers as the Board of Trustees may direct; keep the corporate seal and affirm it on all papers requiring said seal; serve notice of meetings of the Board and of the Members; keep appropriate current records listing the names and addresses of the Members; and shall perform such other duties as required by the Board.

Secretary - Duties & Roles

Assist with, and attend annual General Membership Meeting on the second Monday of October, or if by resolution of the board, on the first business day following the Columbus Day holiday.

Tabulate and record the votes and proxies for all elections and other votes.

Attend all board meetings and keep the meeting minutes and record of proceedings.

Uphold Silver Springs HOA Bylaws.

Uphold Silver Springs CC&Rs and other [HOA DOCS](#), and AC rules uniformly.

Record and prepare minutes for each HOA meeting.

Keep accurate address-mail database of property owners and residents.

Publish, or give to Communications trustee to publish, the minutes within ten days of approval at board meeting.

Maintain webmaster communication open for posting agendas, news, meetings, etc.

Assist newsletter publisher in timely manner.

Send necessary information, meeting notices, etc., to website manager to maintain timeliness and accuracy of site.

Send out notices of annual meetings, follow-up meetings, Summer Get-Together, Clean-up Day, etc. to HOA members.

Prepare, e-mail/mail/deliver and collect proxies for annual meeting.

Book meeting sites for meetings.

Participate in HOA doc and CC&R variance request votes.