- 1. Minutes of all meetings from the previous 2 years.
- 2. Store all old minutes for a period of ten years.
- 3. A record of all administrative actions taken by the Executive Board.
- f. Assume the responsibilities of the President, Treasurer when they are unable to do so.

Section 5. Board members will:

- a. Attend all Association meetings and administer the Association between annual meetings.
 - 2. Present their problems/ideas to the Board for action.

DUTIES OF THE BOARD:

Section 1. Review and validate expenditures.

Section 2. Authorize expenditures within the limitations of the By-Laws.

Section 3. Approve projects.

Section 4. Discharge other responsibilities contained within the Association's By-Laws, amendments, or addendums's thereto.

Section 5. Establish all special committees.

Section 6. Voting during official meetings is limited to the members of the Board.

Section 7. Enforce all provisions necessary to comply with the legal requirements of all

local state and federal-laws and regulations.

Section 9. The enforcement powers shall include the power to:

1. File a law suit on behalf of and in the name of the Association;

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- 2. Disconnect the water from any residence that is in violation of any of the laws or regulations, and refused to promply comply after being given written notice of such violation;
- 2. Install any necessary cutoff valve or other device needed to enforce the legality and/or safety of the Association or its water service.
- 3. Take any legal action or disconnect water service for repeated nonpayment of water fees, after first giving the party a thirty day written notice
 of pending action and allowing that party to appear before the Board to
 explain why such action should not be taken. The Board's decision is final,
 and the shall not exercise this power for any reason not related to payment;
- 4. Ensure that any residence having a potential cross-connection as defined below, shall have all safety devices such as vacuum breakers, back flow devices, etc, tested annually, with a certificate of the passing test to be kept by the Board;

Section 10. Cross connections shall include any underground sprinkler system, swimming pool, well, storage tank, or other device that is or can be connected to the water system and allow water or other fluids to back flow into the water system.

ELECTION OF OFFICERS AND BOARD MEMBERS:

Section 1. Term of office shall be for the period of three years with the President's,

Treasurer's and the Secretary's term expiring on consective years. An election for a period
of less then three years will be held to keep the expiration these positions staggered.

Section 2. Nominees will be active members of the Association and shall meet the