

# **Whisper Walk Section “A” Assn. Inc.**

**A Florida Not-for-Profit Corporation**

## **DUTIES OF GREENLEAF OFFICERS**

Re FS 718 & Greenleaf Bylaws,

**4.11 Presiding Officer.** The presiding officer of the Directors’ meetings shall be the President, his or hers designate or, in the absence of the President, the Vice President or his or hers designate. In the absence of the President and Vice President the Directors present shall designate one of their members to preside or designate the attorney of the Association or a representative of the Associations management company to act as chairman.

**6.5 The President.** The President shall be the chief executive officer of the Association. Subject to the provisions of 4.11 hereinabove, the President shall preside at all meetings of Members and of the Board, shall exercise the executive powers of the Association and have general supervision over its affairs and other officers, and shall perform all of the duties incident to the office and such other duties as may be designated to the President from time to time by the Board.

**6.6 The Vice President.** The Vice President shall perform all the duties of the President in the absence of the President, and such other duties as may be required by the Board.

**6.7 The Secretary.** The Secretary or assistant Secretary shall issue notices of all Board meetings and all meetings of Members, shall attend, and keep the minutes of same, and shall have charge of all the books of the Association as well as its records and papers, except those kept by the Treasurer. All minutes shall be kept in a businesslike manner and shall be available for inspection by Unit Owners as set forth in the Act.

**6.8 The Treasurer.** A) The Treasurer shall have custody of the Associations funds and securities, shall keep full and accurate accounts of the Associations receipts and disbursements, and shall deposit all monies and other valuable effects in the name of, and to the credit of the Association in such depositories as may be designated by the Board. The books shall reflect an account for each Unit in the manner required by the Act.

B) The Treasurer shall disburse the funds of the Association as may be ordered by the Board, making proper vouchers for such disbursements, and shall render an account of all his or her transactions as the Treasurer, and of the financial condition of the Association to the Board whenever it may require it.

C) The Treasurer shall collect all assessments and shall report promptly to the Board the status of collections. The Treasurer may delegate or work in conjunction with a management company, if any, hired by the Board of Directors to fulfill these functions.

D) The Treasurer shall maintain accounting records according to good accounting practices and shall render to its Unit Owners or their authorized representatives, at least annually, a written summary of the Associations fiscal activities.