



“Bruton Glen” Homeowner’s Association

Attn. Board of Director’s

P.O. Box 5546

Williamsburg, Virginia 23188-5546

E-Mail: BrutonGlenHOA@cox.net

~ Board of Director’s ~ *Officer’s Responsibilities & Duties*

Secretary:

The Secretary shall carry out the duties and responsibilities of recording and maintaining the records of the Association, pertaining to the minutes of all meetings and proceedings of the Board of Director’s and the Association. He’ll also be required to keep in his/her possession during his/her term, the corporate seal (if applicable) of the Board of Director’s and of the Association.

The Secretary shall also be responsible for keeping an appropriate and accurate record showing the current Members of the Association along with their addresses.

The Secretary by authority of the President, Board of Director’s and/or Association shall act as a representative and/or resource contact for Homeowner’s in order to provide the appropriate information and/or directives associated with the Association and it’s governing documents.

The Secretary shall also be responsible for performing such other delegated duties as directed and/or required by the President, Board of Director’s and/or Association.