

Secretary

The secretary oversees the Association's record keeping activities. The Secretary keeps the minutes of all proceedings of the Board of Directors and of all committees and the minutes of the members' meetings.

Responsibilities include:

- Maintaining and keeping many of the association's records (refers to membership records, board meeting records, and other official HOA records).
- Preparing meeting minutes.

Block Captain Coordinator – the Association Block Captain Coordinator oversees the duties of the block captains (resident volunteers).

Block Captain responsibilities include:

- Welcome new residents and obtain their contact information for the annual directory (information is shared with the directory coordinator, treasurer, and website coordinator).
- Provide updates to the directory coordinator as requested.