

Chaddwyck Maintenance Corporation

President: The President shall be the chief executive officer of the Corporation. It shall be his duty to preside at all meetings of the members and Directors; to have general and active management of the business and the Corporation; to see that all orders and resolutions of the Board of Directors are carried into effect; to execute all agreements and other instruments in the name of the Corporation; and to affix the corporate seal thereto when authorized by the Board of Directors or the Executive Committee.

He shall have the general supervision and direction of the other officers of the Corporation and shall see that their duties are properly performed.

He shall report concerning the operations of the Corporation for the year to the Directors and the members at the annual meeting of the members.

He shall be ex-officio a member of all standing committees and shall have the general duties and powers of supervision and management usually vested in the office of the President of a Corporation.

Vice President: The Vice President or Vice Presidents, in the order designated by the Board of Directors, shall be vested with all powers and required to perform all the duties of the President in his absence or disability and shall perform such other duties as may be prescribed by the Board of Directors. (1st Vice President may oversee the Architectural Committee and the 2nd Vice President may oversee the Grounds Committee.) The 1st Vice President will take over the duties of the President in his absence, and the 2nd Vice President will take over the duties if both the President and the 1st Vice President are absent.

Secretary: The Secretary shall attend all meetings of the Corporation, the Board of Directors, the Executive Committee and standing committees. He shall act as clerk thereof and shall record all of the proceedings of the such meetings in a book kept for that purpose. He shall give proper notice of meetings of members and Directors and shall perform such other duties as shall be assigned to him by the President or the Board of Directors.

Treasurer: The Treasurer shall have custody of the funds and securities of the Corporation and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Corporation and shall deposit all monies and other valuable effects in the name and to the credit of the Corporation in such depositories as may be designated by the Board of Directors.

He shall disburse the funds of the Corporation as may be ordered by the Board, Executive Committee or President, taking proper vouchers for such disbursements, and shall render to the President and Directors, whenever they may require it, an account of all his transactions as Treasurer, and of the financial condition of the Corporation, and at the annual members' meeting a like report for the preceding year.

He shall keep an account of the members of record in such manner and subject to such regulations as the Board of Directors prescribe.

He shall give the Corporation a bond, if required by the Board of Directors, in such sum and in form and with security satisfactory to the Board of Directors, for the faithful performance of the duties of his office and the restoration to the Corporation, in case of his death, resignation or removal from office, of all books, papers, vouchers, money and other property of whatever kind in his possession belonging to the Corporation. Such bond and security shall, if required, be provided at the Corporation's expense. He shall perform such other duties as the Board of Directors or Executive Committee may from time to time prescribe or require.

- See Committees on Back -

Architectural Committee: Will be a committee of five (5) members of the corporation that will enforce the Rules and Regulations (Declaration of Restrictions). All occurrences of non-compliance to the Rules and Regulations may be submitted by any member of the corporation or the Architectural Committee themselves. Each occurrence will be reviewed and voted on by the Architectural Committee, with a requirement of three (3) of the five (5) to pursue the compliance of the Rules and Regulations of the Corporation. All non-compliance to the Rules and Regulations should be hand-delivered or mailed to the member and copied to the entire Board of Directors. The member should be notified three (3) times (hand-delivered or mailed) at least 14 days apart, before any legal actions are taken by the Architectural Committee. The Architectural Committee is required to keep meeting minutes of attendance, and votes for each reviewed occurrence submitted. The Architectural Committee should meet at least quarterly, unless occurrences are submitted, and therefore may need to meet more often. A member of the Architectural Committee may not be a member of the Board of Directors or Grounds Committee, however different members of the same household may be on the Board of Directors and the Architectural Committee. Architectural Committee will be elected at each annual meeting for a one-year term. They shall be elected by the members, except that if there be a vacancy in the Architectural Committee by reason of death, resignation or otherwise, such vacancy shall be filled for the unexpired term by a majority vote of the Board of Directors. Any member of the Architectural Committee may be removed either with or without cause at any time by the affirmative vote of a majority of the whole Board of Directors.

Grounds Committee: Will be a committee of five (5) members of the corporation that will oversee the grounds of the open-space (continual monitoring of grass cutting, tree maintenance, playground maintenance, trash dumping, etc.) confirmation of snow-removal of our roads and common-area sidewalks, community signs (entrance, street, and playground rules), reporting burnt-out street lights, and general cleanliness of the entire Chaddwyck community. Set-up and organize community clean-ups of the common-areas and take care of area around the entrance signs (flowers, etc.). The Grounds Committee should meet at least quarterly. A member of the Grounds Committee may not be a member of the Board of Directors or Architectural Committee, however different members of the same household may be on the Board of Directors and the Grounds Committee. Grounds Committee will be elected at each annual meeting for a one-year term. They shall be elected by the members, except that if there be a vacancy in the Grounds Committee by reason of death, resignation or otherwise, such vacancy shall be filled for the unexpired term by a majority vote of the Board of Directors. Any member of the Grounds Committee may be removed either with or without cause at any time by the affirmative vote of a majority of the whole Board of Directors.

Voting: Each member (one per household) will cast a single vote for each of the Board of Directors and will cast five (5) votes for each of the committees.

