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3. POWERS AND DUTIES OF MANAGER. The Manager shall be the chief executive officer of the Association and shall exercise all the powers and perform all the duties of the Association as provided in the Declaration and these by-laws (including all powers necessary and proper for carrying out such powers and duties) excepting only those powers and duties specifically and exclusively assigned by the Declaration and these by-laws, to be exercised by the other officers, the Board of Directors, or the membership of the Association. The Manager's duties shall include but not be limited to the following:

- a. To report on state of the planned unit development at the regular meetings of the Board of Directors, and at special board meetings called for that purpose, in such detail as shall be required by the Board.
- b. To manage the affairs of the Association in conformance with the Declaration and these by-laws, including, without limitation, supervision of employees of the Association, purchase of supplies and equipment as authorized by the Board of Directors, and supervision of performance of contracts to which the Association is a party.
- c. To have custody of all property of the Association, including funds, securities and evidences of indebtedness; to keep the assessment rolls and accounts of the members; and to keep the books of the Association with good accounting practices as approved by the public accountant of the Association appointed from time to time by the Board of Directors.
- d. To attend all members' meetings and all Board of Director s meetings.

4. PRESIDENT. The President shall preside at meetings of the members and meetings of the Board of Directors, and shall appoint such committees of the Association or the Board of Directors as he in his discretion determines to be appropriate in the conduct of the affairs of the Association. He shall exercise such other powers and perform such other duties as shall be prescribed by the directors.

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