

Wilderness Trails Homeowners Association

Secretary Responsibilities

All Wilderness Trails Board members must:

- Act in good faith
- Act in the best interests of the HOA as a whole (and avoid any conflict of interests)
- Be informed prior to acting
- Not take any actions without proper authority, and
- Not take negligent or willfully harmful actions.
- Read and understand the bylaws
- Be present and on task during meetings

The Secretary of the Board is responsible for:

- Taking meeting minutes
- Maintaining subdivision records
- Maintaining resident contact information
- Communicating with the community
- Posting signs to inform the community about upcoming events
- Providing oversight of the subdivision's financials
- Approving invoices as necessary
-