

**Brookside Village Association**  
**Office of the Secretary of the Board**

All Officers/Candidates are required to be good standing with the Association.

When speaking on behalf of the Board/Association, **all communication must be shared with the entire board via board email only.**

Maintain updated Unit Owner Records, i.e., Receipt for garage door maintenance, receipt for dryer duct cleaning,

Emergency contact information updated email and phone information.

Check BVA email daily. If there is no VP, check the P.O. Box weekly.

Take Officer Roll Call at bi-monthly Board Meeting.

- Take notes of minutes during meeting.
- Use the bi-monthly minutes for preparing the newsletter adding announcements not covered in the minutes.  
This includes welcoming new Unit Owners, reminder of next meeting, treasurer report and committee reports.  
Include Seasonal reminders, i.e., remove outdoor hose before freezing and seasonal in a timely fashion.
- Forward to the President for approval and publication.

The Secretary, with the assistance of Officers and Volunteers, will

- Deliver printed Newsletters and attachments to Unit Owners who do not have computer access.
- Post Newsletter and Minutes on BVA Community Bulletin Board. **DO NOT POST TREASURERS REPORTS OR TELEPHONE LISTING.**

If there are no Welcome Committee Volunteers, the Secretary and Vice President will provide a New Resident Handbook to new Unit Owners. Go over the welcome book with the new resident. Once reviewed ask the owner to acknowledge receipt by signing the form that acknowledges they will abide by the BVA Policies, By-Laws and Covenants.

**New Year:**

- Send out updated telephone directory Listing of Officers for the New Year.

In January, Update 401C 3 status through the Secretary of State Office to ensure that all legal correspondence is sent to the correct person.

In August, the Secretary of State will send a report to complete. Send the report along with the required \$10 fee to keep a non-profit status for BVA.

**A Board Member may be excused for 2 bi-monthly meetings per year.**

**Elected Odd years for 2-year term**