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(g) to appoint a manager to manage the affairs of the Association, including the collection of assessments or charges referred to in Article II, Section 2, hereof.

Section 2. It shall be the duty of the Board of Directors:

- (a) to cause to be kept, a complete record of all its acts and corporate affairs;
- (b) to supervise all officers, agents and employees of this Association, and to see that their duties are properly performed;
- (c) as more fully provided in Article V of the Covenants applicable to The Properties:
 - (1) to fix the amount of the assessment against each Lot or Dwelling Unit for each assessment period at least thirty (30) days in advance of such date or period and, at the same time;
 - (2) to prepare a roster of the Properties and assessments applicable thereto which shall be kept in the office of the Association and shall be open to inspection by any member;
 - (3) to send written notice of each assessment to every owner subject thereto.
- (d) to issue upon demand by any person a certificate setting forth whether any assessment has been paid. Such certificate shall be conclusive evidence of any assessment therein stated to have been paid.

ARTICLE X

Director's Meetings.

Section 1. The annual meeting of the Board of Directors shall be held at the discretion of the Board of Directors with ample notice given to each member.

Section 2. Ten (10) days written notice of such annual meeting shall be given each Director.

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