



President Responsibilities

Shall preside at all meetings, monthly and annually.

Shall sign all contracts and certificates.

Shall call special meetings of the trustees or membership, as needed.

Under the direction of the Board of Trustees, have the general supervision of the affairs of the corporation.

Is responsible for enforcing the Articles of Incorporation, By-Laws and any rules and regulations established by the Board of Trustees and levying such penalties as deemed necessary as provided for in section 5, Article 2, of the By-Laws of Lake Jane Estates.

Shall consult with the legal representative of Lake Jane Estates, as needed.

Salaries for the Assistant Treasurer, Assistant Secretary, and Facility Manager will be reviewed by the President every February. To be reviewed and approved by the board and to be included in the next budgeting session. Instructions to follow are in the BPM, under 4.1.1.