

Colonos La Hacienda San Felipe, A. C.

Duties of the Directors of the Board

The President

- 1.The President is the chief executive officer and shall have general supervision, direction, and control of the Board.
- 2.The President shall preside over meetings of the General Assembly, the Board, and other assemblies called by Associates.
- 3.Other duties and powers may be prescribed by the Board on is other Governing Documents.

The Vice President

- 1.The Vice President shall assume the duties of the President, in the event that the President is unavailable.
- 2.The Vice President shall assume other duties as prescribed by the Board.

The Secretary

- 1.The Secretary will be responsible for recording and maintaining all documents and decisive votes relating to the Association.
- 2.The Secretary will sign all communications and agreements in conjunction with the President
- 3.The Secretary, with agreement of the President, will schedule and provide notification of the Board of Directors meeting and of the Assemblies.

The Treasurer

- 1.The Treasurer will direct the general management of the income, supervise the discharge of fiscal obligations, authorize the normal Association payments, and those payments agreed upon by the Board of Directors and the General Assembly.
- 2.The Treasurer, along with the President, will authorize payments of financial obligations. When payments are required, and either the President or the Treasurer is not available, another Director or person delegated by the Board may authorize such payments.
- 3.The Treasurer will be chairperson of the Financial Committee.
- 4.The Treasurer shall maintain the financial records and prepare regular reports of income and expenditures to the Board and prepare other financial reports as may be required.
- 5.The Treasurer shall prepare the Annual Accounting Balance.
- 6.The Treasurer may be assisted in these duties by another Associate in Good Standing or employ a bookkeeper.
- 7.The Treasurer, in conjunction with the Communications Committee, will maintain the Association Census so that all Associates can be notified of the Association's Assemblies, decisions, and activities.

Member at Large

- 1.The Member at Large represents the General Assembly by voice and vote at meetings of the Board.
- 2.The Member at Large will substitute for the President, Vice President, Secretary, or Treasurer during their leaves of absence. In such cases, one of the Alternates will assume the voting position of the Member at Large.

Alternate Members at Large

- 1.Two Alternate Members at Large will not be active voting members of the Board, unless requested to do so by the President in the absence, or as a replacement, of one of the other five members. Where an absence is permanent, the President will appoint one of the Alternates to function in that capacity until the next General Assembly meeting.

Colonos La Hacienda San Felipe, A. C.

Rights of the Developer

The Developer, Sr. Victor Rodriguez, no longer has the right to appoint a General Director to the Board of Directors.

Committees Identified in the By-Laws

Committees

The five elected members of the Board of Directors should, each, chair one of the committees. The Treasurer shall be chairperson of the Financial Committee. The board of Directors will assign the four other chairpersons from among the remaining members of the Board. If Directors are unable to participate in these committees, the Board shall appoint chairpersons from among Associates in Good Standing or other qualified persons.

Committee members are appointed and approved by the Board of Directors.

Architectural Committee

The Architectural Committee should be formed by two or more persons, preferably Associates in Good Standing.

Duties of the Architectural Committee include the following:

2. Regulate, direct, sanction, and enforce the construction norms as described in the Governing Documents.
3. Make recommendations to the Board for approval or denial of architectural plans and other architectural issues arising from the items outlined in the Governing Documents. The committee should abstain from suggesting or modifying the architectural plans that are presented for review in areas not associated with the Governing Documents.

Communications Committee

1. The duties of the Communication Committee include, but are not limited to the following:
2. Maintain the Association Census, in conjunction with the Treasurer, so that Associates can be notified of the Association's assemblies, decisions, and activities.
3. Participate in summoning all Associates to scheduled assemblies and meeting at least eight (8) days in advance.
4. Provide for all other communications to Associates and the public.

Financial Committee

The duties of the Financial Committee include, but are not limited to the following:

1. Assist in preparing and presenting the Annual Accounting Balance to the Administrative Sheriff at least ten (10) days prior to the summoning of the Associates annual Ordinary General Assembly.
2. Assist the Treasurer in preparing financial documents.

Infrastructure and Security Committee

The function of the Infrastructure and Security Committee is to organize and maintain the appearance, the well-being, and security of the public and restricted areas in the La Hacienda development. This includes the responsibility to:

1. Maintain the cleanliness and appearance of the development.
2. Observe and require the cleaning of private yards and vacant lots, as well as, garden areas, streets, and other public areas.
3. Organize and oversee cleaning, maintenance, and repair services to maintain the infrastructure of the development in a clean, orderly, and reliable operating condition. This includes: maintenance and

Colonos La Hacienda San Felipe, A. C.

repairs of all streets, parkways, lighting systems, water systems, sewage systems, and other infrastructure with the La Hacienda development.

4. Provide surveillance to offer peacefulness and security of the Associates, their families, and their guests, 24-hours a day. This includes enforcement of each and every one of the internal regulations as outlined in the Governing Documents as they refer to security and tranquility.
5. Prepare and maintain the Association's inventory of Assets.
6. Recommend new facilities and improvements and oversee them after their approval by the Board of Directors.

Legal Committee

Duties of the Legal Committee include the following:

1. Oversee the collection of delinquent assessments and take appropriate action against Associates who are tardy in payment of assessments.
2. Hire and confer with legal assistance when needed.
3. Confer with government authorities, as needed, in order to meet objectives and responsibilities of the Association.
4. Represent the Association and Board of Directors in legal matters.

Special Committees

Special Committees may be created by the Board of Directors as the need arises. Such committees will be dissolved when their objectives are obtained.

Administrative Oversight

At least two **Administrative Sheriffs** will be in charge of overseeing the Association's good functioning. One them should be a Certified Accountant or accounting assistant and the other should be an Attorney or legal aid. Other persons with similar experiences may be appointed.

These Administrative Sheriffs will be nominated by the Board of Directors and approved at the Annual General Assembly. The Administrative Sheriffs are empowered to:

1. Assist with voice, but without vote, in the General Assembly and Board of Directors' meetings
2. Inspect and audit the Association's books and other records, including assets, valuables, and money in safes, bank accounts, etc.
3. Investigate the directives of the Board of Directors and those empowered by them.
4. Oversee, with limited authority, the Association's operations and, in general, to be empowered with the obligation established in the one hundred sixty six of the general law of merchant societies.
5. Participate in forming and revising the Annual Balance Sheet under the terms marked by law.
6. Require proof from the Board of Directors of all its' responsibilities and operations that have taken place.
7. Review complaints or irregular action that Associates charge and help formulate solutions that could be employed.
8. Summon ordinary and extraordinary assemblies, in case of administration error or omission or any other cause for which they determine such a session is worthy.
9. Present an Annual Oversight Report to the General Assembly regarding the veracity, sufficiency, and reasonableness of the information presented by the Board of Directors. Such report should include, but not limited to, the following: **a.** their professional opinions regarding the accuracy and truthfulness of the information presented by the Board of Directors. **b.** establish that the true financial situation of the Association was presented. **c.** ensure that the minutes of the Board of Directors' meetings and General Assembly sessions reflect the points pertinent to the good functioning of the Association.