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- b) Proof of notice of meeting or waiver of notice.
 - c) Reading of minutes or proceedings of the previous meeting.
 - d) Report of officers.
 - e) Report of the Housing Commission or the Registrar duly authorized by them, if present.
 - f) Report of committee.
 - g) Election Board of Managers.
 - h) Unfinished business, if any.
 - i) New businesses.

CHAPTER - IV BOARD OF MANAGERS

19. MANAGERS OF ASSOCIATION :

Board of Managers shall govern the affairs of the association.

20. POWERS AND DUTIES OF THE BOARD:

The Board of Managers shall have the powers and duties necessary for the administration of the affairs of the association and any or all such acts and things as are by law or by these bye-laws directed to be executed and done by the Association of the Apartment-owners.

21. OTHER DUTIES :

In addition to duties the imposed by these bye-laws or by resolution of the Association, the Board shall be responsible for the following that is to say :

- (a) Care, upkeep and maintenance of "ROYAL PALM" APARTMENT CONDOMINIUM and common areas and facilities and restricted common areas and facilities.
- (b) Collection of the monthly assessments from the apartment owners.
- (c) Designation, employment, remuneration and dismissal of the personnel necessary for the maintenance and operation of the "ROYAL PALM" APARTMENT CONDOMINIUM the common areas and facilities and the restricted common areas and facilities.
- (d) To provide for the manner in which the audit and accounts of the Association shall be carried out.
- (e) To inspect the accounts kept by the Secretary and / or the Treasurer, and examine the registers and account books and to take steps for the recovery of all sums due to the Association.
- (f) To sanction working expenses, count cash balance and deal with other miscellaneous business.
- (g) To see that cashbook is written up promptly and is signed daily by one of the members of the Board authorized in this behalf.
- (h) To hear and deal with complaints.

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22. MANAGER :

The Board may employ for the association a manager at a compensation determined by the Board to perform such duties and services as the Board shall authorize including, but not limited to the duties listed in bye-laws 21.

23. ELECTION AND TERM OF OFFICE :

At the first annual meeting of the Association, the term of office of two Managers shall be fixed for three years. The term of office of two Managers shall be fixed at two years, and the term of office of one Manager shall be fixed at one year. At the expiration of the initial term of office of each respective Manager, his successor shall be elected to serve a term of three years. The manager shall hold office until their successors have been elected and hold their first meeting. (If a larger Board is contemplated, the terms of office should be established in a similar manner so that they will expire in different years).

24. VACANCIES :

Vacancies in the Board caused by and reason other than the removal of a Manager by a vote of the Association shall be filled by vote of the majority of the remaining Managers, even though they may constitute less than a quorum; and each person so elected shall be a Manager until a successor is elected at the next annual meeting of the Association.

25. REMOVAL OF MANAGERS :

At any regular or special meeting duly called, any one or more of the Managers may be removed with or without cause by a majority of the apartment owners and a successor may then and there be elected to fill the vacancy thus created. Any Manager whose removal has been proposed by the owners shall be given an opportunity to be heard at the meeting.

26. ORGANISATION MEETING :

The first meeting of a newly elected Board shall be held within ten days of election at such place as shall be fixed by the Managers at the meeting at which such Managers were elected and no notice shall be necessary to the newly elected Managers in order legally to constitute such meeting, provided a majority of the whole Board shall be present.

27. REGULAR MEETING :

Regular meetings of the Board may be held at such time and place as shall be determined, from time to time, by a majority of Managers, but at least two such meetings shall be held during each year, Notice of regular meetings of the Board shall be given to each Manager, personally



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or by mail, or telegraph, at least three days prior to the day fixed for such meetings.

28. **SPECIAL MEETING :**

Special meetings of the Board may be called by the President on three days' notice to each Manager, given personally or by mail, or telegraph, which notice shall state the time, place (as hereinabove provided) and purpose of the meeting. Special meetings of the Board shall be called by the President or Secretary in like manner and on like notice on the written request of at least three Managers.

29. **WAIVER OF NOTICE :**

Before or at any meeting of Board any Manager may, in writing, waive notice of such meeting, and such waiver shall be deemed equivalent to the giving of such notice. Attendance by a Manager at any meeting of the Board shall be a waiver of notice by him of the time and place thereof. If all the Managers are present at any meeting of the Board, no notice shall be required and any business may be transacted at such meeting.

30. **QUORUM :**

At all meetings of the Board, one third of the total strength of the Managers shall constitute a quorum for the transaction of business, and the acts of the Managers present at a meeting at which a quorum is present shall be the acts of the Board. If, at any meeting of the Board, there be less than quorum present, the majority of those present may adjourn the meeting from time to time. At any such adjourned meeting, any business, which might have been transacted without further notice, provided there is a quorum present.

31. **FIDELITY BONDS :**

The Board may require that all efforts and employees of the Association handling or responsible for Association funds shall furnish adequate fidelity bonds. The premiums on such bonds shall be paid by the Association.

CHAPTER - V
OFFICERS

32. **DESIGNATION :**

The principal officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer, all of whom shall be elected by and from the Board. The Board may appoint an Assistant Treasurer, and an Assistant Secretary, and such other officers as in their judgment may be necessary. (In the case of an association of one hundred owners or