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e) To inspect the accounts kept by the secretary and/ or the treasurer and examine the registrar and account books and to take for the recovery of all sums due to the association.

f) To see that cash written up promptly and is signed adult by one of the members of the Board authorized in this behalf.

g) To hear and deal with complaints.

22. **MANAGER**:- The Board may employ for the association a Manager at compensation determined by the board to perform such duties and services, as the board shall authorize that including but not limited to the duties listed in the bye-law 21.

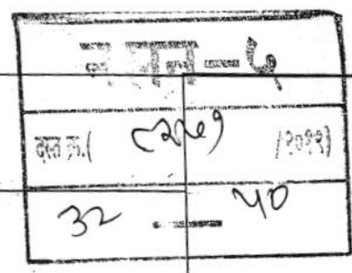
23. **ELECTION AND TERM OF OFFICER**:- At the first Annual Meeting of the Association, the term of the office of two Managers shall be fixed for three years. The term of office of two Managers shall be fixed at one year. At the expiration of the initial term of office of each respective Manager, A successor shall be elected to serve a term or three years. The Manager shall hold office until their successors have been elected & hold their first meeting. (If a larger Board is contemplated, the terms of office shall or should be established in a similar manner so that they will expire in different years).

24. **VACANCIES**:- Vacancies in the Board caused by any 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 quorum and each person so elected at the next annual meeting of the association.

25. **REMOVAL OF MANAGERS**:- At any regular or special meeting duly called any one of more of the managers may be removed with or without caused by a majority of the apartment owners and successors may then and there to fill the vacancy thus created. Any managers whose removal has been proposed by the owners shall be given an opportunity to be heard at the meeting.

26. **ORGANISTION OF A MEETING**:- The first meeting of the newly elected Board shall be held within ten days of the election at such a place, as shall be fixed by the Mangers 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 MEETINGS**:- Regular meetings of the Board may be held at such time and place shall be determined, from time to time 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 or by mail or telegraph, at least three days prior to day named for such meetings.

28. **SPECIAL MEETING**:- Special meeting of the Board may be called by the president on three days' notice to each manager give personally or by mail or telegraph, which notice shall state the time place (As herein above provided) and purpose of the meeting. Special meeting of the Board shall be called by the president of secretary in like manner and like notice on the written request of at least three managers.

29. **WAIVER OF NOTICE**:- Before or at any meeting of the 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 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 2/3 of the total strength of the Managers shall constitute a quorum for manager present at the meeting at which a quorum is present shall be the act of the Board. It at any meeting of the Board there shall be less than a quorum present, the majority of those present may adjourn the meeting from time to tome any business which might have been transacted at the meeting as originally called may be transaction without further notice provided there is a quorum present.

31. **FEDELITY BONDS**:- The Board may require that all officers and employed of the association handling or responsible for association funds shall furnish adequate fidelity bonds. The Association shall pay the premises on such bonds.

CHAPTER - V

OFFICERS

32. **DESIGNATION**:- The principal officer of the Association shall be a president, a Vice President, a Secretary and a Treasurer all of whom

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shall be elected by and form the Board. The Board may appoint an assistant Treasurer & an Assistant Secretary and such other officers as in their Judgment may be necessary. In the case an association of One Hundred Owners or less, the office of Treasurer & Secretary, may be filled by the same person.

33. **ELECTION OF OFFICERS**:- The Officers of the association shall be elected annually by the Board of the Organization meeting of each new Board and shall hold officers at the pleasure of the Board.

34. **REMOVAL OF OFFICERS**:- Upon an affirmative vote of a majority of the members, of the board any officer may be removed either with or without any cause and his successor elected at any regular meeting of the Board or at any special meeting of the Board called for such purpose.

35. **PRESIDENT**:- The President shall be the Chief Executive Officer of the Association. He shall preside at all meetings of the association and the Board. He shall have of the general powers and duties which are usually vested in the office of president of an association, including, but not limited to the power to appoint committees from among owners from time to time as he may in his discretion decide to be appropriate to assist in the conduct of the affairs of the association.

36. **VICE PRESIDENT**:- The Vice President shall take place of the President and perform his duties whenever president shall be absent or unable to act. If neither the president nor the Vice President is able to act, the Board shall appoint some other member of the Board so to act on an interim basis. The Vice President shall also perform such other duties as shall from time to time be imposed upon him by Board.

37. **SECRETARY**:- The Secretary shall keep the minutes of all meetings of the Board and the Minutes of all the meetings of the association he shall have charge of such books and papers as the Board may direct and he shall, in general, performs all the duties incidental to the office of the Secretary.

38. **TREASURER**:- The Treasurer shall be responsible for the Association funds and securities and shall also be responsible for keeping full and accurate accounts of all the receipt and disbursements in books belonging to the association. He shall be responsible of the deposit of