

ODESSA CHASE MAINTENANCE CORPORATION

PO Box 147, Odessa DE 19730

Position Descriptions

According to By-Laws of Odessa Chase Maintenance Corporation

President

The President shall be the chief executive officer of the Corporation. It shall be his duty to preside at all meetings of the members and Directors; to have general and active management of the business and the Corporation; to see that all orders and resolutions of the Board of Directors are carried into effect; to execute all agreements and other instruments in the name of the Corporation; and to affix the corporate seal thereto when authorized by the Board of Directors.

He shall have the general supervision and direction of the other officers of the Corporation and shall see that their duties are properly performed.

He shall report concerning the operations of the Corporation for the year to the members at the annual meeting of the members.

He shall be ex-officio a member of all standing committees and shall have the general duties and powers of supervision and management usually vested in the office of the President of a Corporation.

Vice President

The Vice President shall be vested with all powers and required to perform all the duties of the President in his absence or disability and shall perform such other duties as may be prescribed by the Board of Directors.

Secretary

The Secretary shall attend all meetings of the Corporation, the Board of Directors and any committee meetings. He shall act as clerk thereof and shall record all of the proceedings of such meetings in a book kept for such purpose. He shall give proper notice of meetings to members and Directors and shall perform such other duties as shall be assigned to him by the President or the Board of Directors.

Treasurer

The Treasurer shall have custody of the funds and securities of the Corporation and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Corporation and shall deposit all monies and other valuable effects in the name and to the credit of the Corporation.

He shall disburse the funds of the Corporation as may be ordered by the Board or the President, taking proper vouchers for such disbursements, and shall render to the President and Directors, whenever they may require it, an account of all his transactions as Treasurer, and of the financial condition of the Corporation, and at the regular meeting of the Board, preceding the next member's meeting, a like report for the preceding period.

He shall keep an account of the members of record in such manner and subject to such regulations as the Board of Directors prescribe.

He shall give the Corporation a bond, if required by the Board of Directors, in such sum and in form and with security satisfactory to the Board of Directors, for the faithful performance of the duties of his office and the restoration to the Corporation, in case of his death, resignation or removal from office, of all books, papers, vouchers, money and other property of whatever kind in his possession belonging to the Corporation. Such bond and security shall, if required, be provided at the Corporation's expense. He shall perform such other duties as the Board of Directors or Executive Committee may from time to time prescribe or require.

Member at Large

The Board Member at Large should attend all meetings of the Corporation and the Board of Directors. He shall perform such duties as the Board of Directors or Executive Committee may from time to time prescribe or require.