

# SECRETARY SERVICE AGREEMENT

This agreement is hereby made and entered into this 6 day of April 2026, by and between \_\_\_\_\_, referred to as SECRETARY, and Grandin Lake Shores Association, Inc. (CORPORATION)

In exchange for a monthly fee of \$ 70, payable to the SECRETARY on the \_\_\_\_\_ of the month, both parties agree to the following:

Secretary shall record minutes of all meetings of the Board of Directors, transcribe the minutes to written form to be read at the next meeting of the Board, discharge all notice requirements of the CORPORATION, assist the nomination committee after the ballots for new Directors has been formed, prepare the three envelopes for the elections and any voting necessary by the Corporation, handle any mailings as prescribed by the Board of Directors, and secure custody of all Corporation documents and records, except for the financial records of the Corporation.

The SECRETARY shall be reimbursed for office materials and supplies required to perform the secretarial services. The SECRETARY shall not be entitled to any other compensation.

It is specifically agreed that the services rendered will be for 12 months of services. This agreement may be terminated by either party with 30 days written notice.

This AGREEMENT shall be interpreted under laws of the STATE of FLORIDA.

SECRETARY Sah Thomas

GRANDIN LAKE SHORES ASSOCIATION, INC.

President [Signature]

V.P. \_\_\_\_\_

Director \_\_\_\_\_

Director \_\_\_\_\_

Director \_\_\_\_\_

Director \_\_\_\_\_

Director \_\_\_\_\_

Director \_\_\_\_\_

Director \_\_\_\_\_