

SSL POA BOD Task Matrix

SSL POA BOD Task Matrix (P2)

Board Approvals
 Website Administrator
 Website Committee
 Audit Events Committee
 Special Preservation Committee
 Take Preservation Committee
 Architectural Committee
 Secretary
 Treasurer
 Vice President
 President

Board Member Elections									
Board Candidates and Elections		X							As defined by Covenants and By-Laws, Candidate Resumes/Biographies are sought, board reviewed, and distributed with election ballots by email and by US Mail, as defined by the Covenants and By-Laws
Board Member Term Records								A	The Secretary records Board Member Election and service term activity. Each Term is three years and Board Members can serve for a maximum of three terms.
Board Member Election Notices		X						A	Board Member Election Notices, Candidate Information, and Election Ballots are emailed and mailed to hard-copy recipients by the Secretary
Election Ballot Processing		X	X					A	The VP will work with the Secretary to manage election ballot distribution, collection, and processing. Ballots are distributed with dues collection notices.
Electronic and Hard-copy Ballots		X						A	The VP and Secretary print emailed ballots and tally all mailed and emailed ballots
BUDGET & EXPENSES									
Payment Authorizations	X		X					A	All invoice payments are authorized by the President (or VP, in the President's absence) and must comply with Covenant & By-Law restrictions
Budgeted Bill Payments	X		X					A	Treasurer's reports define all budgeted (pre-approved) expense items. The President approves individual invoice payment amounts via E-Mail or Text Message. The Treasurer makes approved payments by check or by using Debit Card information.
Non-Budgeted (>\$50K)	X		X					A	Per the Covenants and By-Laws, Member notification and approval (by ballot-voting) is required for unbudgeted capital expense items (>\$50K)
Unbudgeted Expenditure Approval	X		X					A	Ballots for the approval for unbudgeted expenditures >\$50K are hard-copy mailed and emailed by the Secretary and Treasurer. The Board approves payment based on an acceptance of the expenditure and payment approval by a majority of Association Members. The Secretary files all documentation for unbudgeted expenditures.
Monthly Treasurer Reports	X		X					A	The Treasurer prepares and submits updated monthly Treasurer's Reports to the Board for Approval. Approved financial reports are filed by the Secretary
3-Year Budget Forecasts	X		X					A	According to Covenants and By-Laws, the Secretary will maintain and provide a 3-year financial, Revenue and Expense, Budget-Forecast for review by the Board, monthly. Board reviewed financial forecasts are filed by the Secretary.
Budget and Forecast Approvals	X		X						According to the Covenants and By-Law Annual Budgets are Distributed, reviewed and approved by a majority of Members present at the Annual Membership Meeting. Multi-year financial forecasts prepared by the President and Treasurer are reviewed and discussed, but do not require Member voting or approvals.

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SSL POA BOD Task Matrix (P4)

President
Vice President
Treasurer
Secretary
Architectural Committee
Lake Preservation Committee
Special Events Committee
Audit Committee
Website Administrator
Board Approvals

INCOME/DUES									
Dues Income									Annual Dues Payments are recorded by the Secretary and Treasurer before depositing them in the Bank
Dues Notification & Invoicing									Annual Dues Billing Invoices are mailed hard-copy to all members by the Secretary and Treasurer according to the Covenants and By-Laws
Title Co. Interactions (Dues)									The Treasurer will interact with Realtors and Title Companies regarding property sales transactions. A dues payment status letter is required
Advertising Income									Payments from Advertising Program participants are recorded by the Secretary and forwarded to the Treasurer for Deposit
Advertising Program									The Secretary, VP, and Web Site Administrator collectively manage the Advertising Program, with Board oversight
Lake Preservation Programs (LPC)	X								A Board Member (currently the President) oversees the Lake Preservation Committee and regularly reports activity to the Board and Association Members.
LPC Newsletter Reports	X								LPC Reports are provided at each Board Meeting and posted to the Website
Invasive Weed Growth Mapping									Professional Lake Biologists (Ontario) survey the lake each spring. They report (map) invasive weed species growth patterns and recommend treatment options, including chemical eradication, Diver Assisted Suction Harvesting (DASH), and/or basic Weed Harvesting to limit observed spreading. The LPC uses this information to make program recommendation to the Board of Directors.
Weed Mapping & Monitoring	X								LPC Members map lake weed beds for weed harvesting program management
Weed Harvesting Program	X								The LPC directs the activities of the weed harvesting service provider, Aquatic Plant Management. When indicated, program modification requests are made to the Board of Directors.
Lake Condition Monitoring	X								LPC Members monitor Dissolved Oxygen concentrations, water clarity and Chemical Nutrient levels in the Inlet Stream, to detect irregular activity/changes. Observations and recommendations are shared with the Board of Directors
LPC Program Payments	X								The President approves all budgeted invoice payments for LPC Program activities
Miscellaneous Tasks									
BOD Member Contact Information		X							Board Member phone numbers and E-Mails are posted on the Website, on the POA Bulletin Board and at the Boat Launch Ramp
Bulletin Board Content		X							The Vice President and Secretary manage the POA Bulletin Board posts on Oakwood Drive.
Mail & E-Mail Review	X								The Treasurer collects USPS Mail from the Post Office and checks the Association E-Mail (info@silverspringshokoro.com) Weekly. The Website inbox is also monitored by the Website Administrator and the President.
POA Member Registry								A	The Treasurer and Secretary collectively maintain the Member Registry and update the Public and Private (.pdf) website directories as appropriate.

SSL POA BOD Task Matrix (P5)

President
Vice President
Treasurer
Secretary
Architectural Committee
Lake Preservation Committee
Special Events Committee
Audit Committee
Website Administrator
Board Approvals

POA Communications	X	X	X	X	X	X	X	X	X	X	X	The various Committees and board member representatives provide and share activity updates at each Board Meeting. The Board preapprove reports and communications shared by mail, email, Website Posting, and/or Facebook Posts.
Electronic POA Communications												Association Members decide whether they prefer to receive information and election materials electronically (via email) or by hard-copy (via US Mail)
Newsletters & Communications	X	X										The President obtains content from the VP, Committee Members and Board Members for Newsletters and Communications. Prepared reports are approved by the Board before Posting and/or Distribution. Everything is filed by the Secretary.
Board Communications	X											Board communications are prepared by the President. Copies may be emailed by the Website Administrator and/or Mailed to hard-copy recipients by the Secretary
Website Posts & Content	X											The President approves all Association Website Posts and Content
Record Retention and Filing												
Accounting Records	X		X	X								Original copies of all financial transactions and reports are filed with the Association Secretary
Bank Account Records			X	X								Original copies of Bank records are filed with the Association Secretary
Legal Document Filing	X		X	X						A		Legal correspondences and Annual Reports are shared at Board Meetings filed by the Secretary
Long Term File Retention				X						A		All Association business documents and key correspondence is filed by the Secretary and retained for 10+ years
File Review	X			X								All members in good standing have the right to schedule a time and meet with the Association Secretary to review filed documents. The Secretary will advise the Board Members accordingly. No requests will be denied