

Duties of Treasurer (some of these present duties may be split between Recording Secretary and Treasurer going forward)

IMPORTANT!!! WILL GET A NOTICE FROM STATE OF MICHIGAN, DEPARTMENT OF LICENSING FOR NONPROFIT CORPORATION. FOLLOW THE DIRECTIONS. IT MUST BE FILLED OUT AND SENT IN BEFORE OCTOBER 1st WITH A \$20.00 CHECK FOR FILING FEE. This is very important to keep our nonprofit status. I make a copy of the above when filled out and also of the check before sending and FILE IT IN THE NON PROFIT CORPORATION FOLDER.

At least one member of the board must be a full time Michigan Resident to act as the "Resident Agent" of our nonprofit association. Presently the treasurer fulfills that state requirement and All Association Mail comes to her address.

1. Keep track of both physical ownership addresses as well as mailing addresses and phone numbers and email addresses if known.
2. Pay bills - State Farm insurance, Park taxes, park lawn care, 2 easements, safety deposit box and be responsible for safety and security of contents.
3. Download monthly bank statements and print out and check
4. Meetings - Print treasurer report for spring and fall meetings for income and expenses.
5. Get meeting agenda printed at the library to send 2 weeks prior to meeting.
6. Send invoices for dues (75.00 currently) in April/May
7. When new owners buy houses, send/give bylaws and welcome and possibly an invoice.
8. Call one month after closing notice from Title Company to City of NB for correct new owners name and mailing address under freedom of information (where they send tax and water bills).
9. Send "friendly reminder" postcards in September for unpaid dues.
10. Attend BOD meetings.
11. The 3x5 card is alphabetically kept on each house in SS and has history of dues/donations paid and phone #'s if known.
12. Map of Sunset Shores is also kept up-to-date on ownership
13. Must log into the accounting and record book ALL transactions - dues, donations, deposits, expenses with dates, check #'s, and names. As well as in checking account for deposits and checks written.