

Responsibilities of Board Members of the Commons by Position

All board members should:

- Represent the best interests of the community • Build community • Perform position responsibilities (listed below). • Actively engage in board deliberations, respond regularly to emails in a timely manner and attend all quarterly board meetings, most, if not all, of which are via Zoom. *Uphold Commons Bylaws, Rules & Code of Ethics (see www.commonsatcordata.com. Go to doc library.)
- Review all owner property modification requests • Review bank & financial statements every month. * Monitor condition of common property • Provide IDs to our property manager (required by federal law - to prevent board fraud/theft)

Please note: To serve on the board you must be a Commons owner and be a state resident. Members should not serve consecutive terms, should have a one-year break between terms, and should not succeed a board member from the same household without a 2/3 favorable vote at the Annual Owners Mtg.

Board President

Serve as the spokesperson and presiding officer of the board. Sign all necessary contracts.

Develop and/or finalize the agenda & information for board meetings and the annual Owners Meeting.

Regularly communicate with the board & property manager regarding COA and owner needs & issues.

Make sure that any urgent information needed by owners/residents is communicated immediately.

Regularly consult with, and give direction to, the property manager.

Arrange for annual pond mowing, pond dredging (summer), and Stormwater & Reserve Study inspections.

Treasurer

Regularly monitor expenses, income, cash flow, written checks, CDs, bank statements, and account balances.

Stay informed re. status of owner dues payments and the timely follow up by property manager.

Work with property manager to arrange for annual audit and monitor its progress; Work with property manager to develop annual budget, and see that annual taxes are accurate and filed in a timely manner.

Work with property manager to see that COA insurance coverage is sufficient & renewed by the due date.

Authorize, with the board president, the payment of any bills beyond the regular ones.

Board Secretary

Take board meeting and annual Owners Meeting minutes.

See that the property manager keeps homeowner & renter information current.

Keep information on the Community Board up to date and check for mail in the board mailbox.

Provide information to Gary Myers for Commons website and to Ellen Johnston for quarterly newsletter.

Summer Party -- Make arrangements for and organize the Commons summer party, if happening.

Vice President and At Large Board Member Split or Share These Duties

Welcome new owners and renters as soon after they move in as possible & provide them with helpful information.

Monitor our more hidden common property and notify the police immediately if squatters are found.

Monitor the work of our paid landscapers. They maintain our common areas.

Winter Snow and Ice Removal Services: Confirm or cancel services by 6pm the day before. See that all cars are cleared out of all parking lot spaces in advance. Monitor dumping of snow. It only is to go in our parking lots.

Pond dredging -- Be present to observe and monitor (summer).

Annual Stormwater System Inspection: Invite interested owners to attend. Take notes.

Routinely observe the condition of the yards of owners to see that they are being properly maintained, especially during growing seasons (per the Commons Rules). Refer to the board president.

Note that the above duties can also be shared with non-board owners & residents.