

Responsibilities of Board Members of the Commons by Position (2024-5)

All board members should:

- Act for the common good of all owners and residents.
- Uphold & enforce the Bylaws, Rules & Code of Conduct. (See www.commonsatcordata.com See doc library)
- Following election provide identifying docs to Navigate. (Federally mandated to prevent fraud and theft.)
- Actively participate in all board deliberations & quarterly meetings. Respond to emails in a timely manner.
- Review bank & financial statements every month.
- Review & respond to all property modification requests by owners in a timely manner.
- Routinely monitor condition of common property to identify needs and determine follow up.
- Perform the duties of your respective office (below), and others as needed.

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 (2025), 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 pm 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, along 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 (1) and At Large Board Member (1) – Split or Share These Duties

- Welcome new owners and renters as soon after they move in as possible & provide them 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, 2025).
- 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 board president.
- Note that the above duties can also be shared with non-board owners & residents.