



Board Member Responsibilities

BPTHOA Board Member Responsibilities – November 2012

Court Representatives are members of the Bethany Proper Townhomes Owners' Association Executive Board as stated in the BPTH Bylaws, Article III, along with the powers and duties involved.

Over the years the following procedures have been established, in addition to what is stated in the Bylaws, and have been adhered to by the members of the Board:

1. Court representatives send an announcement/agenda electronically to their court homeowners before scheduled meetings.
2. Homeowners who wish to attend a Board meeting may do so, and such owners should inform the court rep of his/her intention to attend a meeting, and the rep can then pass this info to the Board President so that it will be known how many will be present for seating/space reasons. If an owner has a specific item to be addressed, he may have it put on the agenda and speak about the item. Otherwise, an owner is an observer and is asked not to take part in general Board discussion.
3. Reps send a summary of Board business to owners after each meeting. Minutes are not sent to owners after meetings as minutes are not official until corrected and approved at the following meeting, and minutes may also include sensitive information, i.e. difficulties with owner non-payment of fees. If necessary minutes may be shared after approval and are available for viewing by an owner, by appointment, in the Wilgus Property Management office.
4. Travel vouchers: The Bylaws (Article III, Section 13) states that "no board member shall receive compensation from the Townhomes *with the exception of reimbursement for expenses incurred for travel associated with attendance at scheduled meetings of the Board or for other expenses incurred on behalf of the Association.....*" This comes up for discussion occasionally and has always been resolved with the thought of letting conscience be our guide; if a Board member comes to BB solely to attend a meeting then a travel voucher should be submitted, but if a member is in BB principally for personal or social reasons, and there is a meeting during that time, then travel expenses should not be submitted. Mileage is claimed at 31.5 cents/mile and tolls are also included. Vouchers can be obtained from Wilgus Property Management.
5. Etiquette re. a rep contacting the Property Manager about a Board problem, issue, project, etc.: The Board President should be consulted about any of these issues, rather than the rep contacting the PM directly in order to avoid confusion. This does not apply to an individual homeowner problem.

If a representative is unable to attend a Board meeting, it is nice, but not compulsory, to get another owner from the court to attend as a substitute. This person does not have a vote, is welcome to participate in discussion, and maybe can get pertinent information back to the elected rep more quickly. This action may also spark an interest in future participation of others on the court.



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Travel Voucher

Name of Council Member _____

Bethany Proper Address _____

Date(s) of Travel _____

Mileage Claimed _____ @ 31.5 per mile

Tolls, Additional Expenditures _____

Reason for Travel _____

Approved for payment by _____

Date: _____

Total Payment _____