

## Bay Harbor Club Board of Directors - 2019 - 2020 Roles and Responsibilities

### Officers:

Mark Gordon - President

Oversight of Board functions and processes, and property management

Lindsay Collins - Vice President / Secretary

Back-up to President, communications, ARB process, oversight of property maintenance

George Marlow - Treasurer

Financial matters, sales applications and transactions, assistant to Secretary

### Conduct:

- Meetings - Follow Robert's Rule of Order
- Respect for peers in all discussions
- Be open and transparent
- Be champions of communication - with fellow directors, owners, property managers
  - Care to listen
  - Consider who needs to know pertinent information
  - Solicit input where it matters

### Specific Roles:

- Liaison with on-site maintenance manager - Gary Menchhofer day to day, Lindsay Collins, Mark Gordon
  - Mentoring, measuring, guiding and assisting the OsMM
  - Review existing and or create new OsMM job description, expectations, and checklists
  - Seek ways to filter, organize, streamline duties and enhance OsMM effectiveness
- Champion of Board Communications - Lindsay Collins, Mark Gordon
  - Website
  - Meeting minutes
  - Rules and regulations, and documents
  - Owner issues and communications
  - ARB applications and files
  - Electronic file development
- Liaison with Property Management - Mark Gordon, Lindsay Collins, George Marlow
  - Contract matters
  - Roles and responsibilities
  - On-site maintenance manager roles, duties and cost
  - Improvements and opportunities
  - Issue resolution
  - Measuring and feedback
- Property and Grounds Maintenance - Gary Menchhoffer, Robert Ficarelli, Ken Olson
  - Develop preventative maintenance schedule with on-site maintenance manager
  - Filter and establish priority recommendations for repairs

- Assist on-site maintenance manager in gathering bids
- Assist on-site maintenance manager in managing major projects and repairs
- Oversee volunteer grounds and shared space
  
- Financial matters oversight - George Marlow
  - Quarterly dues and late fees
  - Assessments
  - Balance sheet
  - Operating profit / loss
  - Reserve schedule
  - Budgeting
  - Petty cash
  - Oversight and interface with property management financial functions:
    - § Investment instruments and balances
    - § General Ledger
    - § Collections
    - § Payables
    - § Unit owner account balances