

BOARD OF DIRECTORS & MEETING SCHEDULE

PRESIDENT	Lindsay Collins	Elected term expires 2023
VICE PRESIDENT	George Marlow	Elected term expires 2023
SECRETARY	Duane Tiede	Elected term expires 2024
TREASURER	George Marlow	Elected term expires 2023
DIRECTOR	Claude LaPerle	Elected term expires 2023
DIRECTOR	Joe Vito	Elected term expires 2023
DIRECTOR	Jim Peacock	Elected term expires 2024
DIRECTOR	Don Vercruyse	Elected term expires 2024

Bay Harbor Club Board of Directors - 2022-2023

Roles and Responsibilities

Officers:

Lindsay Collins - President

Oversight of Board functions and processes, and property management

George Marlow - Vice-President

Back-up to President

Duane Tiede - 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 - Lindsay Collins, Duane Tiede, Claude LaPerle
 - 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, Duane Tiede
 - Website
 - Meeting minutes
 - Rules and regulations, and documents
 - Owner issues and communications
 - ARB applications and files
 - Electronic file development
- Liaison with Property Management - Lindsay Collins, Duane Tiede
 - 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 – Lindsay Collins-mechanical, Duane Tiede-grounds
 - Develop preventative maintenance schedule with on-site maintenance manager
 - Assist on-site maintenance manager in managing major projects and repairs
 - Oversee volunteer grounds committee members
- Financial matters oversight - George Marlow; Joe Vito - backup to 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

Bay Harbor Club Condominium Association
2022-2023 Board of Directors Meeting Schedule
(subject to change depending upon need and members' availability)

Monday, March 21, 2022 - 2:00 PM	Director's meeting
Monday, April 18, 2022 - 2:00 PM	Director's meeting
Monday, June 20, 2022 - 2:00 PM	Director's meeting
Monday, August 22, 2022 - 2:00 PM	Director's meeting
Monday, October 17, 2022 - 2:00 PM	Director's meeting / Budget Workshop
Monday, November 21, 2022- 2:00 PM	Director's meeting / Budget Hearing
Monday, December 19, 2022 - 2:00 PM	Director's meeting
Monday, January 16, 2023 - 2:00 PM	Director's meeting
Monday, February 20, 2023 - 2:00 PM	Director's meeting

Annual Owner's Meeting:

Monday, February 27, 2023 - 2:00 PM

Organizational Meeting:

Monday, February 27, 2023 - Following Annual Meeting