

BOARD OF DIRECTORS & MEETING SCHEDULE

BOARD OF DIRECTORS 2023-2024

PRESIDENT	George Marlow	Elected term expires 2025
VICE PRESIDENT	Jim Peacock	Elected term expires 2024
SECRETARY	Duane Tiede	Elected term expires 2024
TREASURER	Joe Vito	Elected term expires 2025
DIRECTOR	Frank Falsetti	Elected term expires 2025
DIRECTOR	Rod Meyer	Elected term expires 2025
DIRECTOR	Don Vercruysse	Elected term expires 2024

Bay Harbor Club Board of Directors - 2023-2024

Roles and Responsibilities

Officers:

George Marlow - President

Oversight of Board functions and processes, and property management

Jim Peacock - Vice-President

Back-up to President

Duane Tiede - Secretary

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

Joe Vito - 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 – George Marlow, Duane Tiede, Don Vercruysse
 - 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 – George Marlow, 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 - George Marlow, Duane Tiede, Jim Peacock
 - 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 – Duane Tiede -mechanical, Rod Meyer-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 - Joe Vito; George Marlow - backup to Vito
 - 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
2023-2024 Board of Directors Meeting Schedule
(subject to change depending upon need and members' availability)

Monday, March 20, 2023 - 2:00 PM	Director's meeting
Monday, April 17, 2023 - 2:00 PM	Director's meeting
Monday, June 19, 2023 - 2:00 PM	Director's meeting
Monday, August 21, 2023 - 2:00 PM	Director's meeting
Monday, October 16, 2023 - 2:00 PM	Director's meeting / Budget Workshop
Monday, November 20, 2023- 2:00 PM	Director's meeting / Budget Hearing
Monday, December 18, 2023 - 2:00 PM	Director's meeting
Monday, January 15, 2024 - 2:00 PM	Director's meeting
Monday, February 19, 2024 - 2:00 PM	Director's meeting

Annual Owner's Meeting:

Monday, February 26, 2024 - 2:00 PM

Organizational Meeting:

Monday, February 26, 2024 - Following Annual Meeting