

BOARD OF DIRECTORS & MEETING SCHEDULE

BOARD OF DIRECTORS 2025-2026

PRESIDENT	Joe Vito	Elected term expires 2027	jvito25@comcast.net
VICE PRESIDENT	Jim Peacock	Elected term expires 2026	jrp3bhc@gmail.com
SECRETARY	Duane Tiede	Elected term expires 2026	dctiede@outlook.com
TREASURER	George Marlow	Elected term expires 2027	marloge46528@gmail.com
DIRECTOR	Frank Falsetti	Elected term expires 2027	FFBHCBBoard@gmail.com
DIRECTOR	Darren Robertshaw	Elected term expires 2027	darrenr@trianon.com
DIRECTOR	Don Vercruysse	Elected term expires 2026	donverc10a@gmail.com

Bay Harbor Club Board of Directors - 2025-2026

Roles and Responsibilities

Officers:

Joe Vito - 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

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 – Joe Vito, 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 – Joe Vito, Jim Peacock, 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 – Joe Vito, 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, Darren Robertshaw-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 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

Bay Harbor Club Condominium Association
2025-2026 Board of Directors Meeting Schedule
(subject to change depending upon need and members' availability)

Monday, March 24, 2025 - 2:00 PM	Director's meeting
Monday, April 28, 2025 - 2:00 PM	Director's meeting
Monday, June 23, 2025 - 2:00 PM	Director's meeting
Monday, August 25, 2025 - 2:00 PM	Director's meeting
Monday, October 27, 2025 - 2:00 PM	Director's meeting / Budget Workshop
Monday, November 24, 2025 - 2:00 PM	Director's meeting / Budget Hearing
Monday, December 15, 2025 - 2:00 PM	Director's meeting
Monday, January 26, 2026 - 2:00 PM	Director's meeting
Monday, February 16, 2026 - 2:00 PM	Director's meeting

Annual Owner's Meeting:

Monday, February 23, 2026 - 2:00 PM

Organizational Meeting:

Monday, February 23, 2026 - Following Annual Meeting