

# Bradford Point Property Owners Association

Board Policies and Procedures #2      Effective Date: 3/22/2021

## BOARD/PROPERTY MANAGER COMMUNICATIONS

The Property Manager is the Associations sole full time Manager for BP making frequent interaction and conversation between the Board and the Property Manager very important for the critical and effective operation and management of Bradford Point.

1. Board Member responsible for interaction with the Property Manager

One of the Board members will be elected by the Board as the primary contact person with the Property Manager. This Board member has been typically the President but it could be any one of the Board members. The President is the most knowledgeable person to be the contact person as he or she is the most current and up to date with happenings taking place at Bradford Point.

This interaction will be primarily by personal contact when at Bradford Point and with Phone communication when not at Bradford Point. Occasionally, internet can be used to inquire or confirm items before or after contact as appropriate.

2. Bi-weekly communication with the Property Manager

The Property, being the Associations sole employee, spends the extensive Winter months without his Summer helper. This is also the period when most owners are at their other homes. This makes for a very trying situation for the Property Manager to work at his/her best in doing their job without a frequent and consistent interaction about Association news and questions with the primary BP Board contact. This will necessitate that the responsible Board member communicate with the Property Manager in person or by phone at least once every 2 weeks or more often if necessary. This communication will be effective for the entire year.