

# Bradford Point Property Owners Association, Inc.

## Directors Guidelines

Updated July, 2012

1. To be responsive, polite and helpful to Owners with questions or problems.
2. To set the proper example by following and adhering to the approved set of Rules and Regulations.
3. To be supportive of the Property Manager as he carries out his responsibilities on behalf of the Association but not by interfering with his day to day duties.
4. To keep up to date with Association Happenings.
5. To be observant of situations on property which might need attention and to bring those to either the President or the Property Manager as appropriate.

# Bradford Point Property Owners Association, Inc.

## Association President Job Description

Updated: July, 2012

1. To call & preside over all Board Meetings as deemed necessary to conduct BPPOA, Inc. business.
2. To preside over the Annual Owners meeting.
3. To prepare and instruct Reach & Schwaiger to mail to all owners Newsletter's on an as needed basis. Note: Most of the needed timely information Should and will be sent to owners by the Property Manager.
4. To supervise the Property Manager except in very rare instances, since the President is the most intimately involved in ongoing activities at BP and often has served either as President recently or as a Board Member for several years. Creating a triangle of communications in not practical nor is it in the best interest of BP. This policy will be followed unless the Board decides, with good reason, to assign this responsibility to another Board member.
5. To stay abreast to the extent possible, of any needed By-Law changes, be those dictated by Federal or State authorities which could affect BPPOA, Inc.
6. To report to the Directors promptly, via email, phone or by calling a special Board Meeting, any issue involving the Association which needs timely resolution by the Board or the Owners.
7. To deal directly with Banks which inquire and request information on units for sale or on matters requiring financial information.
8. Instruct Reach & Scwaiger to mail a note ( prepared by the President) to all owners of the passing of a BPPOA, Inc. owner or spouse.

# Bradford Point Property Owners Association, Inc.

## Association Secretary Job Description

Updated: July, 2012

1. To draft for approval and submit to the Board minutes of all Board Meetings on a timely basis.
2. To draft and submit for approval, the minutes of the Annual Owners Meeting to the Board soon after the meeting, for later final approval by the Owners at the next Annual Meeting.
3. To notify all owners via email and USPS the names and positions of the Officers for the ensuing calendar year following the Board Meeting in December where such action was taken.
4. To serve annually as Chairperson of the Nominating Committee and to follow the procedure established for this process. See the procedure description on the website.
5. To submit the complete packet for the BPPOA, Inc. Owners Annual Meeting for distribution mailing to Reach & Schwaiger either electronically or in person well in advance of the required advance 30 day timetable before the meeting date.
6. To send via email or USPS a reminder a few weeks after the date of the initial owner packet for owners to submit their proxies now regardless of whether or not they plan to attend the meeting
7. To follow up on proxies received with the help of the Property Manager to insure that a quorum has been received prior to the meeting.
8. To update early in the new year, the Executive Summary for distribution to new buyers or realtors, if requested and to also submit that to the website administrator for posting on the website.

# Bradford Point Property Owners Association, Inc.

## Association Treasurer Job Description

Updated: July, 2012

1. To communicate as necessary via phone or email, with Reach & Schwaiger, the Accountants.
2. To notify R & S immediately following the Annual Owners Meeting, via email of the approved budget and the Property Managers salary for the forthcoming year.
3. To sign a check signature card for the check signing process at Reach & Schwaiger's offices.
4. To prepare, in conjunction with the Property Manager, the budget for the forthcoming year to be approved by the Board of Directors for approval which will be later become the budget submitted to owners for approval.
5. To request that Reach & Schwaiger prepare according to our guidelines, the spreading of the annual budget by month shortly after the budget was submitted to them for the year.
6. To receive, review, question and resolve as needed, the monthly financial statements from R & S to determine that the statements are proper and explainable.
7. To go to R & S to review and initial the Property Managers expense reports so that the entire calendar year is covered and approved.
8. To obtain a cash flow statement monthly as a part of the monthly financial statements from Reach & Schwaiger. If they are unable to provide this, obtain from them the necessary information to do this on a spreadsheet. (Reason is that BPPOA, Inc. is a cash business and as such becomes the single most important control document we need).
9. On any special owner assessment projects, insure that the accounting firm has the proper controls, accounts set up and information in place to properly present this on the financial statements.