

## Minimum Standards for all Lakewood Officers/Directors

- Represent the Lakewood Association and Board of Directors in a positive and professional manner to members as well as others outside our community
- Attend and participate in Board meetings  
(Board meetings throughout the year are typically handled via conference call on Tuesday at 6 pm)
- Acknowledge and respond in a timely manner to email communications as required
- Attend Annual May Meeting and sit at head table -1st Saturday in May 10 am
- Assume minimum 2 tasks per year (see Ongoing and Seasonal Tasks below)
- Assist with planning and organizing annual picnic
- Oversee website content and maintenance
- Get Board approval for expenses
- Keep accurate records of approved spending along with attached receipts
- Submit reimbursement form to treasurer
- Oversee hangtag display and trespassing at lakefront
- Participate as needed with special committees
- Work as a team with fellow board members
- Read and be knowledgeable about Association Covenants and Bylaws
- Represent the Board and Board matters to members in a professional and transparent manner
- Promote member involvement to homeowners whenever possible

### President

- Direct Annual May Meeting using Roberts Rules
- Compose official communications as needed to members
- Assist with Summer Picnic if available
- Assume one other duty throughout the year
- Knowledgeable about Association Covenants and Bylaws

### Vice President

- Assist as necessary with President's duties
- Assist with Summer Picnic if available
- Assume 2 duties throughout the year (currently lakefront seasonal work)
- Knowledgeable about Association Covenants and Bylaws
- Co-signer on bank accounts (not check holder)
- Co-signer and key holder of safety deposit box

### Treasurer

- Responsible for all aspects of Lakewood finances and accounts
- Keep accurate, up to date records of all spending and receipts
- Produce annual budget for fiscal year April 1-March 31
- Maintain annual budget monthly to accurately reflect ytd
- Assist with Summer picnic
- Collect and accurately record paid association dues from property owners
- Process Pay Pal payments from property owners
- Pay bills and communicate with those vendors
- Purchase office supplies with Secretary
- Pay officer/director annually
- Work with accountant to file annual taxes
- Promptly send out and record beach passes upon receipt of fully paid dues
- Place and process liens on properties when dues are not paid by April 30
- Release liens upon full payment
- Hold keys for PO Box, all lakefront keys including board, shed and plumbing dog house, etc.
- Assign additional board member key holders as needed and record
- Update property owner records, collect emails and phone numbers, address changes, owner changes, etc with secretary
- Communicate with realtors to keep up to date with information including annual dues and Association bylaws/covenants with secretary
- Specific additional tasks Kelly currently handles:
  - Assist in Secretary functions, such as currently writing blogs for website and posting on our Facebook page
  - Come up with money-generating ideas to increase revenue coming in to the association - Kelly currently does 50/50 raffles, helps sell advertising, t-shirts, door prizes, etc.

## Secretary

- Oversee website maintenance and updating blogs, advertising, events, announcements
- Oversee all communications including board at the lake, talktous@lakewoodpoa emails, website contact form, Facebook, snail mail and in person
- Organize/Coordinate regular Board meetings and create agendas
- Write meeting minutes and post on website
- Sell advertising, create ads as necessary and upload to website
- Act as liaison with closing companies/new owners and association
- Communicate with realtors to keep up to date with information including annual dues and Association bylaws/covenants with treasurer
- Assist with Summer picnic
- File annual Non-stock corporation form with state
- Work with printer on all mailings, printing projects
- Generate invoices for advertisers and collect money for advertising
- Generate custom bills for new owners throughout the year as needed
- Print invoices for treasurer from vendors as needed
- Specific additional tasks Secretary currently (2015-2019) handles:
  - Assist treasurer to update property owner records, collect emails and phone numbers, address changes, owner changes, etc with treasurer
  - Generate creative materials including creation of new Lakewood logo, website display ads, business directory listings, picnic flyer, advertising mailer, posters for communication board and newsletter for lakefront box
  - Come up with money-generating ideas to increase revenue coming in to the association including designing and selling Lakewood t-shirts

## Ongoing and Seasonal Tasks

- Vendors
  - Get quotes and provide to board
  - Portapotty, pier, lawn care, landscaping, beach cleanup, gate
- Be contact person for vendor and communicate with treasurer
  - Feedback on vendor service
- Pick up and forward mail to treasurer
  - March 1-May 7 Weekly, May 8- Sept 30 Bi-weekly, Oct 1- Feb 28 Monthly
- Oversee lakefront
  - Check lawn care
  - Beach cleanup
  - Vandalism
  - Trespassing
- Assist with lakefront beautification/upkeep
  - Landscaping
  - Power washing
  - Painting
  - Minor tree or brush cutting/removal (big jobs should be hired out to professional)
  - Flower planting
  - Basic clean up or litter removal
- Liaison with DNR on environmental, beach or lakefront issues
- Assist with Seasonal Lakefront duties
  - Hang and take down all signage
  - Hang and take down volleyball net and swings
  - Properly place picnic tables around park for summer and put picnic tables under pavilion for winter
  - Monitor picnic table placement throughout summer

\*\* Salaries to Board members and officers paid out annually on first Saturday of May at completion of the year of service to all Full time Directors (elected 3-year positions), who fulfill Director responsibilities as outlined above if the Board is not fully staffed, the unpaid salary will be deposited into the gate fund or savings account.

\*\*\*Mileage can be claimed at the rate of .50/mile with Board approval. Trips should be consolidated to minimize expense to the Association.

\*\*\*Bank cosigners should not reside in the same household