

ADMINISTRATIVE RULE – Member at Large

• *Duties of the Member-at-Large:*

The Member-at-Large is a new position as of June 2017. The Member-at-Large is a member of the Board with voting privileges, but is not authorized to sign checks, and will serve a two-year term.

Members-at-Large do not have a specific list of duties, rather they serve the Board's strategic needs as determined by the President at any given time. Members-at-Large may have various responsibilities and projects—short or long term—during their elected two-year term.

The President will appoint two additional persons to function under the direction of the Member-at-Large, one to be in charge of maintenance, and one to be in charge of landscaping. The Maintenance and Landscape Managers will not be voting members of the Board. Since these two positions are not voting members, they can be filled by a spouse or joint resident of a current Board member.

Below are the duties of the Maintenance and Landscape Managers, as overseen by the Member-at-Large:

Duties of the Maintenance Manager (not a member of the Board):

The Maintenance Manager is responsible for the exterior maintenance of the units. He/she is responsible for obtaining three bids for any jobs where potential contractors are unknown, plus overseeing the jobs that have been let out to contractors. Each year, preferably in the Spring, he/she, in conjunction with the Member-at-Large, shall conduct an inspection of the roofs, gutters, and siding to determine areas that need maintenance or repair. He/she, along with the Member-at-Large shall be active in the preparation of the budget, as it relates to the costs of future exterior projects. Roofs will be inspected for moss growth. After storms, the Member-at-Large and Maintenance Manager will inspect the roofs for blown off shingles. Roof leaks (not blown off shingles), are to be classified as an “Emergency Situation” and be promptly repaired.

Duties of Landscape Manager (not a member of the Board):

The Landscape Manager is responsible for the general appearance of the grounds. He/she is the contact person between the unit owners and the independent landscaping contractor, but the Member-at-Large is responsible for the proper execution of the landscape contract as written and accepted by the Board. In addition, a property owner may choose to hire the services of an additional landscape contractor to do work on their own property and at their own expense. The Member-at-Large and the Landscape Manager will consult with the contractor concerning the date in the Spring that the sprinkling system will be turned on (approximately April 1, depending on the weather.) In the fall, at the end of the sprinkling season, the Member-at-Large will notified the water bureau that the water has been turned off for the season (approximately October 15, depending on the weather). The Member-at-Large will notify the Treasurer of this action. Both the Member-at-Large and the Manager will be aware of the location of the master turn-off valve for the sprinkler system. The Member-at-Large, along with the Manager, shall be active in the preparation of the budget as it relates to the estimate of costs for future landscape projects. The Member-at-Large and the Manager will meet weekly with the contractor, as needed. The Member-at-large and Landscape Manager will conduct an annual inspection to inventory any overgrown shrubs and trees.

Areas located between the end units are the property of the adjoining units. Any walkways (gravel, etc.) are to be replaced or repaired by the unit owners. Lawns and shrubs in these areas are maintained by the landscape contractor as in any other areas outside the courtyard.