

EMERALD LAKES VILLAGE

Homeowners Association
P.O. Box 113, Troy, MI 48099

Policy Letter Regarding: JOB DESCRIPTIONS of the Board of Directors

ELV Policy #006 updated and approved September 3, 2014

DIRECTOR

A DIRECTOR is a member of and reports to, the Board of Directors of Emerald Lakes Village Homeowners Association (ELV HOA). This position is an elected, volunteer position whose term expires as specified in the ELV HOA Bylaws.

The scope of this function includes but is not limited to the following:

It shall be the duty of the Board of Directors to care for the property and interest of the Association and to determine the policies for the conduct of its affairs consistent with such specific instructions as the Board may receive from the Association members. The Board shall have the power to raise and expend funds, to promote the welfare of the Association, and to employ by all such means, not in conflict with these Bylaws or with the laws of the land, as it may deem proper and expedient to secure the objectives for which the Association is organized.

In addition to the foregoing provisions stated in the Bylaws, a Director shall:

- 1) Represent and protect the interests of the members of the Association.
- 2) Attend all meetings of the Board of Directors and of the Homeowners.
- 3) Be responsible to bring their viewpoint and experience to discussions on matters.
- 4) Recognize that the authority to govern the affairs of the Association rests with the Board collectively.
- 5) Despite differences of opinion expressed during the approval process, individual Directors must unequivocally support Board decisions and ensure the Board speaks with one voice even if their vote on a particular issue was of the dissenting opinion.
- 6) Become educated in the business of the Association operations in order to effectively serve.
- 7) Be capable of evaluating facts, and free from prejudices or personal interest, in reaching sound, independent decisions.
- 8) Uphold their Fiduciary Duties, generally defined as:
 - a) **Duty of Care:** This duty is a common law standard that holds directors to that degree of care which ordinarily prudent and diligent individuals would exercise in handling the affairs of others under similar circumstances.
 - b) **Duty of Loyalty:** This is a general responsibility that prohibits Directors from putting their personal interests above those of the **Duty of Candor or Disclosure:** The duty of candor or disclosure requires Directors to provide full and open disclosure of all facts and circumstances which may impact the Board's deliberations on matters under consideration.
- 9) Facilitate transition to the successor Director.

PRESIDENT

The PRESIDENT is a member of and reports to, the Board of Directors of Emerald Lakes Village Homeowners Association (ELV HOA). This position is an elected, volunteer position whose term expires as specified in the ELV HOA Bylaws.

The scope of this function includes but is not limited to the following:

The President shall be the Chief Executive Officer of the Corporation and shall preside at all meetings of the Association and Board of Directors meetings. The President shall appoint, with the approval of the Board, the chairperson of any Special Committees and shall cooperate with that chairperson when necessary in appointing members of that committee. The President shall call any meetings of the Board of Directors at such time as deemed advisable or upon request of no fewer than three (3) members of the Board. It is the duty of the President to carry out the will of the Board and the Association as expressed at their respective meetings and, in general, conduct the affairs of the Association in a manner consistent with the authority and responsibilities of the office. The President or assignee, when representing Emerald Lakes Village outside of normal ELV membership meetings or Board meetings, must have prior approval of either the Board of Directors or the membership to act on behalf of the Emerald Lakes Village membership. Without such approval the President or assignee speaks as a private citizen.

In addition to the foregoing provisions stated in the Bylaws, the President shall:

- 1) Have all the general powers and duties which are usually vested in the office of the President of an association.
- 2) Develop an agenda for Board meetings and the Homeowners meetings.
- 3) Prepare periodic President's Messages for the *Emerald Lakes Village Update* newsletter.
- 4) Confer with vendors and other Association partners as needed. This may include a formal visit to a vendor's headquarters, or it may be phone or e-mail correspondence.
- 5) Facilitate transition to the successor President.

VICE PRESIDENT

The VICE PRESIDENT is a member of and reports to, the Board of Directors of Emerald Lakes Village Homeowners Association (ELV HOA). This position is an elected, volunteer position whose term expires as specified in the ELV HOA Bylaws.

The scope of this function includes but is not limited to the following:

The Vice-President shall perform the duties and exercise the powers of the President during the absence or inability of the President to serve and shall also be an official member of all committees. The Vice-President shall serve as sergeant-at-arms at all meetings of the members to determine specifically the eligibility of all persons to vote.

In addition to the foregoing provisions stated in the Bylaws, the Vice President shall:

- 1) Maintain a state of readiness to assume the office of President.
- 2) Keep well informed about the affairs of the Association.
- 3) Attend all meetings of the Board of Directors and of the Homeowners.
- 4) Perform such other duties as may be delegated by the President or the Board of Directors.
- 5) Facilitate transition to the successor Vice President.

RECORDING SECRETARY

The RECORDING SECRETARY is a member of and reports to, the Board of Directors of Emerald Lakes Village Homeowners Association (ELV HOA). This position is an elected, volunteer position whose term expires as specified in the ELV HOA Bylaws.

The scope of this function includes but is not limited to the following:

The Recording Secretary shall attend all regular business meetings and meetings of the Board of Directors and maintain a true and accurate record of the proceedings in books of the Corporation. It shall be the duty of the Recording Secretary to email the minutes of the previous meeting to all Board of Directors, five (5) to ten (10) days prior to the next meeting. In the exceptional case that emailing minutes is impossible, the Recording Secretary shall read the minutes of the previous meeting to the Board members at the next meeting. The Recording Secretary shall perform such other duties as may be delegated by the Board of Directors.

In addition to the foregoing provisions stated in the Bylaws, the Recording Secretary shall:

- 1) Send a call for the monthly Board of Directors meeting along with an agenda and draft of the previous month's minutes to all Directors prior to each monthly Board meeting.
- 2) Prepare the minutes for each Board, Spring and Annual meeting.
- 3) Prepare a summary of all minutes and send them to the Corresponding Secretary for posting on the ELV Website.
- 4) Schedule a meeting room for the Association's fall annual and spring informational meetings.
- 5) Send final versions of all minutes to the President to save on a flash drive at his/her residence. Back up files once a year on a flash drive and place in ELV's off-site storage.
- 6) Facilitate transition to the successor Recording Secretary.

CORRESPONDING SECRETARY

The CORRESPONDING SECRETARY is a member of, and reports to, the Board of Directors of Emerald Lakes Village Homeowners Association (ELV HOA). This position is an elected, volunteer position whose term expires as specified in the ELV HOA Bylaws.

The scope of this function includes but is not limited to the following:

The Corresponding Secretary shall give all notices required by statute, Bylaw or resolution and carry on the correspondence of the Association as directed by the Board. The Corresponding Secretary shall be responsible for preparing the periodic Association newsletter and shall perform all such other duties as may be delegated by the Board of Directors.

To publish the periodic association newsletter the Corresponding Secretary shall:

- 1) Write articles or receive material for newsletter from Board members, residents, previous newsletters and other sources.
 - a) Deadline for ads/articles shall be the first Friday of each month (Board meetings are the first Tuesday of each month). The author's name must appear with each article. Submitted ads and articles must be signed.
 - b) We do not publish articles that relate to specific neighbor disputes. Articles must relate to issues that affect the entire community.

- c) Include committees' names and phone numbers in each newsletter (as space permits), along with the monthly committee reports.
- d) Relevant lake articles can be emailed to the *Michigan Riparian* magazine.
- 2) Receive or create display ads from advertisers to be placed in the newsletter.
 - a) Meet with advertisers and collect fee. (If advertiser is a resident, dues must be paid for an ad to be placed.)
 - b) Fee Schedule: 1 issue/\$60 2 issues/\$100 3 issues/\$135 4 or more/\$40 per month
 - c) Checks should be made payable to ELV Homeowners Association and given to the Treasurer.
 - d) Residents who have paid their homeowner's dues may place a written classified ad in the newsletter free of charge, but they must use their home phone number. Obtain a list of residents who have not paid their dues from the Treasurer.
- 3) Type/layout the newsletter, which is currently done in Microsoft Publisher.
- 4) Deliver a hard copy to printer via email. ELV currently uses Allegra Print and Imaging, 3334 Rochester Rd, 248-528-2990, orders@allegratroy.com). A total of 580 copies are printed monthly.
- 5) Proof newsletter and pick it up following its printing.
- 6) Put mailing labels on the newsletters. Labels are done on 5160 Avery labels, printed from newsletter editor's computer.
- 7) Put first-class stamps on each newsletter.
- 8) Newsletters should also be sent to companies that are advertising in the newsletter.
- 9) Mail a newsletter to Ross Martin, Ameriplus Mortgage, 2050 Livernois, Troy, MI 48083 (advertises as Century 21 Town and Country). Ross receives exclusive real estate advertising because he pays us \$200 each month.
- 10) Keep at least five (5) copies of each newsletter on file.
- 11) Deliver newsletters to loading dock at Troy Post Office.
- 12) Give extra copies to Membership Chairperson to give to new residents when greeting them.
- 13) Send the newsletter via email to the Webmaster for posting on the ELV website. Do not include names and phone numbers of minors in the newsletter that is posted on the ELV website. **Do not include names and phone numbers of minors or new resident information in the newsletter that is posted on the ELV website.**

In addition to the foregoing provisions stated in the Bylaws, the Corresponding Secretary shall:

- 1) Attend all Board meetings.
- 2) Oversee the ELV HOA Webmaster and send information important to Association residents to the Webmaster for posting on the ELV HOA website, www.elvsite.com. The Webmaster is responsible for maintaining our website and posting information in a timely manner. The Webmaster is also responsible for renewing the name of our website.
- 3) Maintain mailing list of residents and owners of rental homes (file: mailmergeprint0114).
- 4) Prepare budget for Treasurer showing estimated yearly cost of printing and mailing the newsletter and the estimated advertising revenue.
- 5) Back up files once a year on a flash drive and place in ELV's off-site storage.
- 6) Facilitate the transition to the succeeding Corresponding Secretary.

TREASURER

The TREASURER is a member of and reports to, the Board of Directors of Emerald Lakes Village Homeowners Association (ELV HOA). This position is an elected, volunteer position whose term expires as specified in the ELV HOA Bylaws.

The scope of this function includes but is not limited to the following:

The Treasurer shall be responsible for accurate maintenance of all financial records and shall render to the President and directors an account of all transactions, the financial report, and the financial forecast of the Association at the regular meetings of the Board and/or whenever requested by them.

The Treasurer shall be responsible for the following actions:

- 1) To prepare an annual financial statement and a tentative budget for the oncoming fiscal year
- 2) To oversee all functions of any assistant treasurer
- 3) To collect all monies due the Association in accordance with Board policy
- 4) To process all lien procedures created by delinquent dues
- 5) To deposit all monies, securities and other valuable effects in the name of the Association
- 6) To disburse the funds of the Association as may be ordered by the Board, taking proper vouchers for such disbursements and maintaining an accurate record of all expenditures.

In addition to the foregoing provisions stated in the Bylaws, the Treasurer shall be responsible for:

- 1) Work with the Committee Chairpersons and President, as necessary, to provide a workable, detailed budget to the Board at the September Board meeting based on past spending, projected expenditures and estimated reserves.
- 2) Receive Board approval of the proposed budget prior to it being presented to the Association members at the Annual Meeting.
- 3) Cause the proposed budget(s) to be published in the newsletter (*Emerald Lakes Village Update*) prior to presenting it to the homeowners at the Annual Meeting for approval.
- 4) Provide the residents with printed copies or visual of the proposed budget(s) at the Annual Meeting.
- 5) Present the proposed budget(s) at the Annual Meeting and answer questions.
- 6) Provide the Board with monthly financial reports that include:
 - a) Report date "as of" the last day of the month
 - b) Year-to-Year "Comparative Balance Sheet"
 - c) Year-to-Year "Comparative Income & Expense Statement"
 - d) Current Year to Date "Income & Expense Budget vs. Actual Statement"
 - e) "Income & Expense Budget Performance Summary" showing month and year-to-date actual vs. budget, and total annual budget
 - f) "Income & Expense Budget Performance Detail" as in e) but with line item detail for each category of income and expense
 - g) "Cash Flow Projection" for the current year
 - h) Accounts Receivable "A/R Aging Summary"
 - i) "A/R Aging Detail" with supporting sub-reports as deemed necessary
- 7) Submit financial account reconciliations to the President or other designee for review and initial
- 8) Submit copies of statements of financial account to the President or designee
- 9) Pay expenses of the Association as supported and approved by various Committee Chairpersons and/or the Board. Note: The Director or Committee Chairperson is allowed to authorize payment of an invoice amount up to and including \$2,000 providing the expenditure is detailed within their approved

budget. All miscellaneous or other expense amounts over \$25 must be approved by the Board prior to the expenditure being made.

- 10) Maintain a permanent record of annual dues paid.
- 11) Oversee entries made by any Assistant Treasurer.
- 12) Keep current the contact names for depository and investment accounts and post office box.
- 13) File liens on all lots for annual dues deemed delinquent.
- 14) Review the Association's insurance policy with the Board of Directors annually or as necessary and pay the premium accordingly.
- 15) File the annual report with the State of Michigan for non-profit corporations as it concerns this Association and safely keep in his/her custody the Seal of the Corporation and shall have authority to affix the same to all instruments where its use is required.
- 16) Cause to have prepared and file the Corporation's annual Federal Income Tax Return, any required Michigan Income Tax Return and the Annual Michigan Franchise Tax Return, in a timely manner.
- 17) Cooperate with the Audit Committee who must complete the audit prior to the Annual Membership Meeting.
- 18) Facilitate transition to the successor Treasurer.

LAKES COMMITTEE CHAIRPERSON

The LAKES CHAIRPERSON is a member of, and reports to, the Board of Directors of Emerald Lakes Homeowners Association (ELV HOA). This position is an elected, volunteer position whose term expires as specified in the ELV HOA Bylaws.

The scope of this function includes but is not limited to the following:

The Lakes Committee shall be composed of a chairperson and a representative from each lake. The chairperson is responsible to maintain the health and cleanliness of all lakes within Emerald Lakes Village; arrange for lake treatment as required and investigate lake and environmental problems including abnormal lake levels, aquatic life, and animal control. The ELV Homeowners Association has the authority to control nuisance animals and Canada Geese in any way the Association deems appropriate within the laws of the State of Michigan.

In addition to the foregoing provisions stated in the Bylaws, the Lakes Chairperson shall:

- 1) Attend all Board meetings unless excused for just cause.
- 2) Submit reports as necessary regarding lake conditions to the Board of Directors.
- 3) Provide guidance to homeowners of ELV in the proper care of waterfront property for optimal maintenance of water quality for safe recreational use in accordance with lake policies.
- 4) Coordinate lake treatments with the approved contractor and evaluate the performance of their services.
- 5) Obtain at least two competitive quotes for the significant portion of work to be completed in the respective areas every three years. These quotes should be presented to the board for discussion and agreement prior to signing any contracts with the vendor.
- 6) Present an annual, proposed lakes budget based on needs for treatments, permits (in accordance with the State of Michigan), improvement projects and maintenance of all lakes.
- 7) Confer on a continuous basis (approval of the Board required) with the City of Troy regarding cleaning and maintaining storm drains and overflows.
- 8) Investigate, research, and recommend to the Board, corrective action concerning water quality issues, including non-point pollution sources, algae concerns, plant growth and fish populations.

- 9) Encouraged to become a member of the Michigan Lakes and Streams Association and seek membership or communication with organizations relating to inland lake water quality, including the Clinton River Watershed Council.
- 10) When called upon, present lakes information at HOA membership meetings.
- 11) Write periodic newsletter articles.
- 12) Communicate with homeowners via email, phone, newsletter or in person.
- 13) Respond to homeowner concerns regarding lake quality, policies and treatments.
- 14) Appoint approved individuals to monitor lake levels and keep the auxiliary pumps running appropriately to maintain proper lake levels in accordance with the lake level policy.
- 15) To the extent possible or prudent, have ELV volunteers do some of the necessary testing of lake waters. Maintain a historical record of test results.
- 16) Tour lakes on a periodic basis.
- 17) Maintain the approved City of Troy ordinance for the scaring of waterfowl (Canadian Geese) with the use of Launchers.
 - a) Provide a list of approved names of those using launchers in ELV to the Chief of Police including name, address and phone number.
 - b) Appoint one person from the group to be in charge of ordering goose crackers and screamers.
 - c) Ensure that all approved members of the goose team follow the approved procedure for scaring geese in accordance with the ELV Policy and the City Ordinance.
- 18) Oversee the responsibilities of the Lake Representatives.
- 19) Facilitate the transition to the succeeding Lakes Chairperson.

The LAKES COMMITTEE shall be composed of a chairperson and a representative from each lake.

The Lake Representative responsibilities include:

- 1) Attend a spring meeting with all Board members. Report lake conditions, concerns and/or projects on a weekly basis to the Lake Chair. Attend a Board meeting or other meetings as necessary.
- 2) Respond to concerns residents have regarding lake issues and communicate with the Lakes Chairperson and/or residents via phone, email or in person.
- 3) Receive and keep a record of the lake treatment schedule.
- 4) Communicate with the lake treatment contractor. (The contractor will take information from residents and Lake Representatives but will only take direction from the Lakes Chairperson.)
- 5) Help research lake water quality issues regarding fish populations, phosphorus, nitrogen, and algae.
- 6) Participate in projects on the lake in which they live, such as fish count, restocking with the guidance of the Lake Chairperson and the approval of the ELV Board of Directors.
- 7) Encouraged to join the Michigan Lakes and Streams Association.
- 8) Present at Homeowners Association meetings when and if necessary.
- 9) Arrange one Lake Clean-up Day (cleaning and raking debris from inlet areas) each spring.
- 10) Distribute educational material to homeowners on and around the lake. Materials may be provided by the Lakes Chairperson or other materials may be used if approved by the ELV Board of Directors.
- 11) Report to Lakes Chairperson and Restrictions Chairperson, resident addresses that use phosphorus in their lawn fertilizer or leave granules on the sidewalks or driveways.
- 12) Help keep street drains clear of debris.
- 13) Collect water samples from inlets to keep a record of what flows into our lakes (usually once per year).
- 14) Record Secchi disk readings on a weekly basis and report it to the Lakes Chairperson.
- 15) Communicate with Lakes Chairperson and homeowners via email, phone or in person.
- 16) Write one newsletter article per year and submit article to the Lakes Chairperson for editing.

MAINTENANCE COMMITTEE CHAIRPERSON

The MAINTENANCE DIRECTOR is a member of and reports to, the Board of Directors of Emerald Lakes Village Homeowners Association (ELV HOA). This position is an elected, volunteer position whose term expires as specified in the ELV HOA Bylaws.

The scope of this function includes but is not limited to the following:

The Maintenance Committee, composed of a chairperson and assistants as needed, shall arrange for and supervise the maintenance of lake access lots, entranceways and street islands.

In addition to the foregoing provisions stated in the Bylaws, the Maintenance Chairperson shall:

1) Association Board

- a) Reports to the ELV HOA Board of Directors.
- b) Attends monthly Board and periodic Homeowner meetings.
- c) Develop and submit to the ELV HOA Treasurer, the annual maintenance budget which shall be approved by the Board prior to its implementation.
- d) Submit a written report to the Board members covering current projects and common property issues prior to the monthly Board meeting.
- e) Develop project and/or maintenance specifications to solicit “requests for proposals” to prospective contractors.
- f) Cause contractors to submit proof of liability and workers compensation insurance indemnifying ELV HOA, to the ELV HOA Treasurer (or other Board designee) prior to the commencement of work.
- g) Submit invoices for payment of budgeted services to the ELV HOA Treasurer.
- h) Obtain at least two competitive quotes for the significant portion of work to be completed in the respective areas every three years. These quotes should be presented to the board for discussion and agreement prior to signing any contracts with the vendor.
- i) Perform duties and responsibilities as defined by the Board of Directors and or ELV Bylaws.

2) Evaluation and Supervision of Common Property Maintenance

- a) Oversee performance of grounds contractors:
 - i) Communicate with contractor supervisor regarding problem areas.
 - ii) Monitor and cause repair of the functioning of sprinkler systems; communicate problems to contractor representative.
 - iii) Coordinate with landscape consultant/contractor(s) on ground covers, pruning and trimming of trees/shrubs, removal/replacement of trees/shrubs, new plantings, etc.
- b) Monitor and assess lighting, drainage, sprinkler systems, and make recommendations regarding these categories of maintenance to the Board and/or contractors.
- c) Maintain common area structures inclusive of signs, concrete boat ramps, walkways, stairs, and handrails.
- d) Assist Board in identifying prospective contractors, and make recommendations in the awarding of bids for maintenance projects. Monitor the performance of the awarded contractor in accordance to the contract agreement.
- e) Oversee seasonal maintenance, to include:
 - i) Winterization of systems.
 - ii) Direct and oversee snow removal operations according to contract.
- f) Coordinate the annual installation and removal of water meters with the City of Troy.

3) Outside Agencies

Contact and collect data from local, county, state or regional agencies with regard to information germane to association maintenance.

4) Homeowners

Respond to emergency calls regarding only the common property areas to include sprinkler repair, drainage, damage to landscape, curbs, signs, and sidewalks. Report questions, requests, complaints, suggestions of homeowners to the Board of Directors or appropriate Committee Chairperson.

RESTRICTIONS COMMITTEE CHAIRPERSON

The RESTRICTIONS AND ARCHITECTURAL CONTROL CHAIRPERSON is a member of and reports to, the Board of Directors of Emerald Lakes Village Homeowners Association (ELV HOA). This position is an elected, volunteer position whose term expires as specified in the ELV HOA Bylaws.

The scope of this function includes but is not limited to the following:

The Restrictions and Architectural Control Chairperson shall respond to questions or complaints and recommend action, subject to the approval of the Board of Directors, relative to such items as landscaping, nuisances, driveways, animals, signs, fences, etc., and generally carry out the provisions of the restriction agreement.

In addition to the foregoing provisions stated in the Bylaws, the Restrictions and Architectural Control Chairperson shall:

- 1) Seek legal counsel as necessary in regard to the above matters.
- 2) Attend monthly Board of Directors meetings.
- 3) Maintain file of complaints and requests received on behalf of the Board.
- 4) Maintain file of letters sent on behalf of the Board.
- 5) Perform such other duties as may be delegated by the Board of Directors
- 6) Facilitate transition to the successor Restrictions and Architectural Control Chairperson.

SECURITY COMMITTEE CHAIRPERSON

The SECURITY CHAIRPERSON/DIRECTOR is a member of and reports to, the Board of Directors of Emerald Lakes Village Homeowners Association (ELV HOA). This position is an elected, volunteer position whose term expires as specified in the ELV HOA Bylaws.

The scope of this function includes but is not limited to the following:

The Security Committee, composed of a chairperson and assistants as needed, shall be responsible for maintaining additional security within the village to patrol effectively as necessary according to a schedule to be determined. The Committee shall acquire and maintain equipment necessary for this task, subject to the approval of the Board.

The Security Chairperson is responsible for acting as the focal point for security issues or concerns within ELV by maintaining open lines of communication between ELV residents, the security patrol company, and the Troy Police Department.

If an incident occurs, residents should first contact the Troy Police Department for any service that may be required. Subsequently, they should notify the Security Chairperson in order for the incident to be

monitored and/or tracked. The Security Chairperson duties do not include intervening in any security issue.

In addition to the foregoing provisions stated in the Bylaws and above paragraphs, the Security Chairperson shall:

- 1) Set up and maintain a schedule of professional security patrols for the calendar year and maintain an open line of communication between the ELV residents, the professional guard service, and the Troy Police Department.
- 2) Strive to restrict use of beach access lots to only residents and their guests, especially during the summer months.
- 3) Ensure costs for services contracted and rendered stay within budget.
- 4) Ensure guard service invoices are reconciled with services received and are paid accordingly.
- 5) Monitor condition of curbside security signs and report necessary replacements to the City of Troy.
- 6) Report on activities of the security program at the Board meetings and annual business meeting.
- 7) Facilitate transition to the successor Security Chairperson.

MEMBERSHIP COMMITTEE CHAIRPERSON

The MEMBERSHIP CHAIRPERSON/DIRECTOR is a member of and reports to, the Board of Directors of Emerald Lakes Village Homeowners Association (ELV HOA). This position is an elected, volunteer position whose term expires as specified in the ELV HOA Bylaws.

The scope of this function includes but is not limited to the following:

The Membership Committee, consisting of a chairperson and assistants as needed, shall personally meet and welcome new residents, provide them with the Association restrictions and Bylaws and acquaint them with all facets of the Association. The chairperson shall obtain all necessary information to permit registration of the new resident on the Association roster. It shall also be the duty of this committee to maintain an accurate membership list with addresses and lot numbers (if available) included.

In addition to the foregoing provisions stated in the Bylaws, the Membership Chairperson shall:

- 1) Establish and maintain a membership data base that contains name, address, phone number(s), subdivision and lot number, ELV volunteer service record, and property owner address if different from the ELV address.
- 2) Distribute the full data base information to the members of the Board of Directors annually and provide ongoing updates as they occur.
- 3) Provide swim tags to all new residents and homeowners who are up to date on their homeowners' dues. These are numbered pin-on tags whose numbers are recorded on a master roster.
- 4) Provide permits for residents who request using one of the three association beaches within the Village for a private event.
- 5) Notify the newsletter editor of the deaths of Emerald Lakes Village residents and send sympathy cards to those families.
- 6) Provide the newsletter editor with the names and addresses of new residents for publication each month.
- 7) Notify the ELV Board in September of outstanding volunteer nominations for the Leadership Troy Award in preparation for the banquet held in the fall and submit the nominations to Leadership Troy. ELV HOA will pay the award fee and the cost of the banquet for the nominee and his or her guest.

- 8) At least bi-annually, cause the compilation, publishing, and distribution of a phone directory for ELV residents, which includes information about our Village and the City of Troy.
- 9) Facilitate transition to the successor Membership Chairperson.

SPECIAL PROJECTS CHAIRPERSON

The SPECIAL PROJECTS CHAIRPERSON is a member of and reports to the Board of Directors of Emerald Lakes Homeowners Association. This is an elected, volunteer position whose term expires as specified in the ELV HOA Bylaws.

The Special Projects Committee, composed of a chairperson and assistants as needed, shall be responsible for placement of such budgeted village improvements within the fiscal year subject to available funds. Said improvements shall be of major nature, outside the scope of general maintenance. The chairperson shall be responsible for obtaining competitive bids for all acquisitions, construction and installations and letting of contracts as long as the accepted bid is within the budget. Final designs and all non-budgeted expenditures shall be subject to the approval of the Board.

In addition to the foregoing provisions stated in the Bylaws, the Maintenance Chairperson shall:

- 1) Attend all Board and Homeowners Association meetings.
- 2) Assist other Committee Chairpersons with special projects as needed.
- 3) Present a proposed annual budget based on short and long range plans currently in place in regard to entrances, beach lots and cul-de-sacs improvements or any other special projects approved by the Board.
- 4) Write newsletter articles as needed.
- 5) Respond to concerns residents may have regarding common landscape issues.
- 6) Tour and evaluate the Village periodically for potential improvements.
 - a) Present concerns to Board
 - b) Obtain approval from Board to secure quote
 - c) Present quotes to Board for approval
 - d) Evaluate and give final approval of work performed
- 7) Facilitate transition to the successor Special Projects Chairperson.