

THE LAKES PROPERTY OWNERS ASSOCIATION, INC.
Special Called Meeting of The Board of Directors
MEETING MINUTES
Thursday, May 30, 2024 at 9:00 AM

The purpose of this Special Called Meeting is to review the roles and responsibilities of board members.

CALL TO ORDER

The special meeting was called to order at approximately 9:00 am by Chris Ophardt. All board members were present.

- **Violation notices responsibility**

Secretary is responsible for Notices and can be assigned to agent (property manager). Carla requested to bring forth a policy and procedure on violations; Chris stated policy and procedure will be taken up at Monday's June board meeting.

- **Director and Officer Powers, Roles and Responsibilities**

Directors have equal power and all powers are vested in the board as a whole. Officers serve the board and have additional tasks directed by the board members. Officers are accountable to the board of directors and neither board members nor officers may act unilaterally.

- **Business Between Meetings**

Discussion on unanimous consent and consent agenda.

- **Specific Roles and Responsibilities**

Document attached to these Minutes. President, Vice President, Secretary-Treasurer, Directors at Large and Committee Chairman

ACTION ITEMS

Lakes POA Strategy, Mission and Objectives. This document was developed collaboratively in the meeting. Chris will send the final, marked up document for review by all board members.

ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 10:55 am.


Carla Wessells, Secretary

Note: times are approximate.

Roles and Responsibilities of POA Board of Directors

President

Role: The President serves as the chief executive officer of the Property Owners Association (POA) and is responsible for overseeing the board's activities and ensuring that the association's policies and goals are met.

Responsibilities:

- **Leadership:** Provides leadership and direction to the board and the community.
- **Meetings:** Presides over board meetings and annual member meetings, setting agendas and facilitating discussions.
- **Representation:** Acts as the primary spokesperson for the POA in interactions with residents, vendors, and external entities.
- **Decision Making:** Ensures decisions are made in the best interest of the community and in compliance with governing documents.
- **Oversight:** Monitors the implementation of board decisions and policies, ensuring they are carried out effectively.

Vice-President

Role: The Vice-President assists the President in their duties and steps in to fulfill the President's responsibilities when they are unavailable.

Responsibilities:

- **Support:** Assists the President in leadership duties and special projects.
- **Substitute Leadership:** Presides over meetings and represents the POA in the absence of the President.
- **Committee Liaison:** Acts as a liaison between the board and various committees, ensuring smooth communication and coordination.
- **Project Oversight:** Oversees specific projects or initiatives as assigned by the President or the board.

Secretary/Treasurer

Role: The Secretary/Treasurer handles the documentation and financial affairs of the POA, ensuring accuracy and transparency in records and financial transactions.

Responsibilities:

- **Documentation:** Records minutes of board meetings and annual meetings, ensuring accurate and timely distribution of minutes to board members and residents.
- **Records Management:** Maintains all official records, including meeting minutes, bylaws, and correspondence.
- **Notice:** Gives and serves all notices to the members and directors and other notices required by law.
- **Financial Management:** Oversees the association's financial affairs, including budgeting, accounting, and reporting.
- **Budget Preparation:** Develops the annual budget in collaboration with the board, ensuring it aligns with the community's needs and goals.

- **Assessment Collection:** Manages the collection of assessments from homeowners and ensures timely deposits and record-keeping.
- **Financial Reporting:** Prepares and presents financial statements to the board and residents, ensuring transparency and accountability.

Director at Large

Role: Directors at Large serve on the board without holding a specific officer position but contribute to board decisions and initiatives.

Responsibilities:

- **Board Participation:** Participates in board meetings, providing input and voting on issues.
- **Project Involvement:** Takes on special projects or tasks as assigned by the President or the board.
- **Community Representation:** Represents the interests and concerns of the community, bringing resident issues to the board's attention.
- **Support:** Assists other board members and committees in various functions and activities.

Committee Chairmen

Role: Committee Chairmen lead specific committees within the POA, focusing on particular areas such as maintenance, social activities, or architectural review.

Responsibilities:

- **Leadership:** Provides leadership and direction to their respective committees.
- **Meeting Management:** Schedules and presides over committee meetings, ensuring effective discussion and decision-making.
- **Coordination:** Coordinates committee activities and projects, ensuring they align with the POA's goals and policies.
- **Reporting:** Reports committee activities, recommendations, and progress to the board.
- **Volunteer Management:** Recruits and manages committee volunteers, delegating tasks and responsibilities as needed.
- **Policy Implementation:** Ensures committee actions comply with POA bylaws and policies and implements board decisions within their area of responsibility.