

Following is a detailed description of the duties of each officer of the Executive Committee. There is also a brief summary of the duties of the property and nominating committees.

An abridged version of these descriptions can be found at <https://homeownersatlaurelpark.com/governing-committee-elections/>

BYLAWS

General Information for all Positions

The Executive Committee consists of 7 elected voting officers (Section 3.5) including President, Vice-President, Clerk, Finance Officer (Treasurer), Property Officer, and two Members at Large (Section 3.4.2)

The Officers are Trustees that serve for a 2- year term and cannot serve more than 4 successive years in a given office (except as provided for in Section 3.4.3). All terms of office will begin on January 1 of the year following the scheduled Annual Meeting, and end on December 31 of the final year of the term. This will allow a two-month transition period between Officers. (Section 3.4.1)

Executive Committee (EC) Purpose

The purpose of the EC is to do the will of the Laurel Park community as expressed in the Homeowners at Laurel Park (HALP) Condominium Trust Meetings (Section 3.5.3)

Executive Committee (EC) Powers and Duties:

- have general charge of the Association affairs including supervision of the orientation process and all committee decisions (Section 3.5.6)
- hire employees (Section 3.5.7)
- make decisions on new business ventures (Section 3.5.7)
- erect new structures and demolish existing ones (Section 3.5.7)
- conduct such other business as directed by the Association (Section 3.5.7)
- make contracts and agreements for the care and disposition of Association property, but the EC may not convey land except by vote of the Association and consistent with other restrictions as specified in these Rules and Regulations (Section 3.5.8)
- update Property and Courtesy Rules (Section 3.5.9)
- approve sell, remove, or substantially alter Trust owned buildings (Section 3.5.10)
- make decisions about major changes in the park, such as new construction, and installing sanitary lines for modernization, etc. (Section 3.5.11)
- review 3 bids and make decisions about buildings and repair projects with a proposed budget over \$12,000 (Section 3.5.12)
- make necessary restrictions on the use of Park facilities (Section 3.5.13)

- review requests for use of equipment, dining hall, etc. (Section 3.5.14)
- post all dates for use of facilities on the outside Bulletin Board. (Section 3.5.14)
- apportion Common Charges equally to each unit, with the approval of a majority of the Unit Owners entitled to vote. (Section 3.5.14)

President Duties

- call and preside at all meetings of the Association and the EC (Section 3.11.1)
- appoint Special and Standing Committees (Section 3.11.1)
- have access to the safe deposit box of the Trust (Section 3.11.1)
- is empowered to sign checks for the Association in the absence or incapacity of the Finance Officer (Section 3.11.1)
- is bonded in the minimum amount of \$10,000.00 (Section 3.11.1)

Vice President Duties

- assume all the duties and functions of the President in his or her absence or incapacity (Section 3.11.3)

Clerk Duties

- notify all Unit Owners of all HALP regular and special meetings (Section 3.11.4)
- prepare and maintain a register of attendance for each HALP meeting, which is signed by each Unit Owner designated to cast votes for their Unit (Section 3.11.4)
- take minutes at HALP meetings and present those minutes to all Unit Owners according no later than four weeks after the meeting is held. (Section 3.11.4)
- present minutes from HALP meetings to Unit Owners for approval at the next regular HALP meeting. (Section 3.11.4)
- keep the minutes at all EC meetings and provide meeting minutes to all EC members (Section 3.11.4)
- send minutes of the EC meetings to all Unit Owners and post them at the mailbox announcement location outside Building 1. (Section 3.11.4)
- send EC meeting minutes to any member who requests a copy (Section 3.11.4)
- with the finance officer, supervise record keeping relative to the transfer of Unit deeds. (Section 3.11.5)
- Register the latest version of the bylaws with the Hampshire County clerk after each annual meeting

Finance Officer Duties (Section 3.7)

- work closely with the EC and designees to fund Association activities (Section 3.7.2)
- with the Clerk, supervise record keeping relative to the transfer of Unit deeds (Section 3.11.5)
- develop a budget that
 - estimates the Common Expenses expected to be incurred during the next fiscal year together
 - includes reasonable provision for contingencies and reserves
 - takes into account any undistributed Surplus Accumulations from prior years

- determines the Common Charges to be made for the next fiscal year. (Section 3.7.2)
- present the budget at the annual budget meeting for discussion, then present it at the Annual Meeting for adoption (Section 3.7.2)
- make a supplemental assessment for Common Charges, if the EC determines during any fiscal year that the assessment of Common Charges was less than the Common Expenses actually incurred, or likely to be incurred (Section 3.7.3)
- deliver statements for Common Charges and apply a late charge determined by the EC. 45 days following the due date, a second “request for payment” statement is mailed to unit owners who have overdue balances. If payment is not resolved or a payment plan entered and maintained after 90 days following the due date, the bill is turned over to legal counsel. (Section 3.7.4)
- ensure an independent CPA conducts a review of the financial report for the condominium at least every two years that is included in the Finance Officer’s report Section (Section 3.11.2)
- The Finance Officer holds a key to the safe deposit box and is empowered to sign checks for the Association (Section 3.7.5)
- The Finance Officer is bonded for at least \$10,000.00 (Section 3.7.5)

Property Officer Duties

- work closely with the EC and designees to manage requests for repairs and renovations to homeowner units and common elements (Section 3.8.1)
- bring concerns/issues about Park infrastructure & grounds to the EC (Section 3.8.1)
- chair the property committee, which consists of 3 to 5 elected homeowners who serve for a period of 2 years (Section 3.8.2)

Member-at-Large Duties

- communicate between homeowners and the EC (Section 3.11.8)

Property Committee Member Duties (3-5 non-voting members)

- assist in conducting orientations, posting minutes and bulletins (Section 3.11.8)
- liaison to LPA and the social union (Section 3.11.8)

<https://homeownersatlaurelpark.com/wp-content/uploads/documents/Property%20Committee%20Interface%20with%20Executive%20Committee%20Policy.pdf>

Nominating Committee Duties (3 non-voting members)

- prepare a slate of nominees for open elected positions that will be presented at the Annual Meeting (Section 3.9.1)
- receive approval prior to placing a nominee’s name on the ballot (Section 3.9.3)

- give the slate of nominees to the Clerk in sufficient time for the Clerk to include a copy of the slate in the mailing to homeowners with notice of the Annual Meeting (Section 3.9.2)