



MBHOA PRESIDENT'S RESPONSIBILITIES

- Chair board meetings and AGM (By-Law 6.6)
- General management and supervision of affairs and operations of MBHOA (By-Law 6.6)
- Set dates of future board meetings and ensure notification to the directors (generally confirmed by MBHOA Secretary by email to all board including Agenda attachment)
- President and another officer to sign all resolutions and membership certificates (By-Law 6.6)
- Sign all deeds, transfers, licences, contracts and engagements on behalf of MBHOA (with seal if required) (By-Law 7.1)
- Contracts in the ordinary course may be entered into on behalf of the MBHOA by the President OR by any other director authorized by the Board (By-Law 7.2)
- Notwithstanding any provisions to the contrary contained in the By-Laws, the Board may at any time by resolution direct the manner in which, and the person or persons by whom, any particular instrument, contract or obligations of the MBHOA may or shall be executed (By-Law 7.3)
- Review and be aware of MBHOA documents (Restrictive Covenants, By-Laws, etc. and Board's Financial Administration Policy)
- Review any and all MBHOA generated documentation and provide input where necessary
- Ensure MBHOA New Homeowner Welcome letter and attachments updated when necessary (distributed by Prop. Mgr.)
- Ensure all appropriate documentation/correspondence/instructions provided to Secretary for inclusion in MBHOA records
- On behalf of MBHOA, ensure board reviews items appropriately and is meeting due diligence requirements (ie. so MBHOA members cannot bring legal action because the board "dropped the ball")
- Control of Board set of MBHOA keys (complete set including keys to ALL Yacht Club locks)
- Ensure all committees have enough members (Committees: Architectural – old Homes and Construction; Harbormaster, Grounds and Maintenance, Social) and committee can meet general expectations
- Communicate with board members regarding items under their portfolio that arise from time to time
- Communicate with MBHOA membership appropriately
- Coordinate with MBHOA property manager [presently Sim & Thorne ("S&T")] and provide approvals when necessary
- Ensure complaints received from MBHOA members are handled – either directly or by delegating appropriately
- Try to attend and encourage board members to attend all MBHOA initiated functions

Timeline

- President and other positions decided at first board meeting after AGM
- Add pertinent items to each board meeting Agenda (directors with responsibilities not attending should provide update)
- MBHOA fee notice distribution:
 - Develop and/or ensure fee notice generally distributed by third week of January for membership to be able to meet March 1 payment deadline (remember 2004 AGM motion for fee changes includes annual CPI adjustment)
 - Note: S&T month-end internal deadlines mean MBHOA mailings must occur between approximately the 10th and 25th in any month
 - Any MBHOA membership distribution and any collection process generally done by property manager
 - Ensure any other appropriate fee notifications (ie. Boat Slips) and/or documentation included (ie. Boat slip deferral agreements, second slip request forms, etc.)
 - Include any other communication to membership Board feels necessary (ie. Current Year Social Club Functions calendar --- either include at this time or at latest with AGM Notification)
- Ensure Secretary has had hard copy of Board Minutes for fiscal year signed by two directors and delivered to S&T for inclusion in Minute Book for Audit purposes (typically the approved Board Minutes are emailed to S&T during the year)
- AGM – traditionally Saturday afternoon of May long weekend

- Ensure Annual Meeting called once per year and Notice of Annual Meeting, Proxy Notice and Agenda developed and distributed to membership with no less than seven (7) days notice (By-Law 8.1)
 - Ensure appropriate Board members available for presentations at AGM
 - Ensure Social Committee books appropriate venue for AGM (Yacht Club too small as of 2002) and arrangements made for AGM social
 - Initiate Nominating Committee on Board if necessary for replacement Board members
 - this is easiest (and fastest time-wise at the AGM)
 - nominations from floor of AGM traditionally difficult to get
 - Ensure an AGM attendance log (including and attaching returned proxies) is made and kept in MBHOA records
 - Chair meeting (or delegate responsibility if unable to)
 - Review AGM Minutes and ensure distribution to entire membership (typically by mid-July).
 - Ensure updated MBHOA Contact List included (and Property Manager is in contact list!) and it goes in Welcome letter
 - If MBHOA re-keying common facilities:
 - generally AGM time of distribution of new keys
 - with Harbormaster and Property Manager ensure all requirements are met and help coordinate
- Time Commitment: average over year, 4-9 hours/month (not including any meetings)

2007-10-26

**Yacht Club Security and Key Distribution
As of December, 2004**

- (1) Board set – President or designate
- (1) June Moger – Yacht Club Maintenance and Bookings; Security
- (2) June Moger – Yacht Club Guests
- (1) Rob Remmer – General Maintenance; Security
- (1) Rich Parsons – Back-up, General Maintenance
- (1) Sue Samson – VP, Board; Security
- (1) Harve Schimke – Security back-up
- (1) Bill/Barb Hindle – Grounds Maintenance
- (1) Social Committee
- (1) Sim & Thorne (Master)

- last re-keying of Yacht Club done Fall, 2003
- Sim & Thorne was notified that **any clubhouse key must be requested/confirmed by a current Board member** (September email, 2003)
- June Moger and Rob Remmer were asked to change the Yacht Club user security code at least once a year (previously not changed between inception and December, 2004).
- June and Rob have and use the master security code for the Yacht Club, all others use a security user code

**MBHOA Overdraft Account
As of January, 2004**

Account with Community Savings Banking Centre
Phone 403-346-2221
Fax 403-346-2442
Mr Tom Prince – contact January, 2004

Four Board Members authorized to sign Overdraft account cheques: any two (2) of the four signatures required:
Sue Samson VP
Gail Foreman Secretary
Pat Garritty Member
Doug Holmes President, Sim & Thorne Property Management

Above individuals chosen for accessibility purposes as they live in Sylvan Lake/Red Deer area and they're not away for prolonged winter vacation.