

Valley Pond Townhome Association  
Job Descriptions of Board Members, Officers and Committees  
December 14, 2010

**VPTA Building Representative**

- Board Meetings:
  - Attend all monthly Board meetings.
  - If unable to attend, recruit an alternate from your building.
  - Participate in the decision making process of the Board at the meetings.
  - If possible, host one meeting each year.
  - Bring owner concerns and building issues to the Board.
  - Deliver meeting minutes, notices, and invitations to unit owners that do not receive these by email.
  - Deliver Policy booklet to new homeowners
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- Committees:
  - Volunteer for ad hoc committees as needed.
  - Consider serving on a standing committee.
  - Follow through and report to the Board in a timely manner, on any tasks you agree to perform.
- Be receptive to unit owner concerns and alert to issues effecting your building.
- Notify Board of any vacancies, new owners, or unauthorized rentals in the building.
- Notify an Architectural Committee member and the webmaster, Robbie Wigley, 645-6065, [rwigley@gmail.com](mailto:rwigley@gmail.com), of any changes or upgrades to your building that should be included in the building history. See site for information to be included in history.
- Attend the Annual Meeting in May and encourage unit owners to attend. Deliver Policy Booklets to any owners in your building who were not in attendance.

**VPTA President**

- Conduct monthly Board meetings.
  - Understand and follow Robert's Rules of Order.
  - Enable the Board to transact Association business with speed and efficiency.
  - Protect the rights of each individual Board member.
  - Preserve a spirit of harmony within the *Board*.
  - Set agenda for Board meetings. Send out draft agenda one week prior to meeting.
- Conduct business transactions requiring corporate signature in collaboration with other Board members.
  - Bank authorizations (Treasurer)
  - Insurance claims (Treasurer/Maintenance Committee)
  - Maintenance contracts (Maintenance Committee)
- Respond to requests from the Board of Directors.
- Follow through on Board/Association business when decisions and strategies are put in place.

- Conduct Annual Meeting
  - Set agenda with Board
- Maintain yearly calendar of regular business in collaboration with other Board members
  - Self-audit (Treasurer)
  - Seasonal maintenance contracts (Maintenance Committee)

### **VPTA Vice-President**

- Attend monthly Board meetings.
- Perform duties as requested by the President or the Board of Directors.
- In the absence of the VPTA President:
  - Conduct monthly meetings.
  - Understand and follow Robert's Rules of Order.
  - Enable the Board to transact business with speed and efficiency.
  - Protect the rights of each individual Board member.
  - Preserve a spirit of harmony within the Board.
  - Conduct business transactions requiring corporate signature in collaboration with other Board members.
    - Bank authorizations
    - Insurance claims
    - Maintenance contracts

### **VPTA Secretary**

- Attend monthly meeting and take notes.
  - Record:
    - Members present
    - Officer and committee reports
    - All motions - who made them, seconded them, vote outcome
    - All agenda items and their disposal
    - Other items as requested by the Board/President
- Type minutes and email to all representatives and members on email mailing list.
  - (Representatives will distribute to members in their building who do not have email access.)
  - Include:
    - All of the above record of meeting, reported objectively and factually
    - Date and location of next meeting
- Keep records of:
  - Meeting minutes
  - Treasurer's reports
  - Policy booklets
  - Association documents as appropriate
- Meeting locations – Ask for volunteers to host meetings and distribute list to Board members.
- Annual Meeting
  - Arrange meeting place and time – Northfield Community Center, Rm. SS102, second Tuesday of May at 7:00pm Reserve several months ahead as Tuesdays fill up early.)
  - Email invitations to members. (Representatives will distribute to members in their building who do not have email access.)

- Update in collaboration with President, Treasurer and Committees, print and distribute policy booklet to members at the Annual Meeting– *(St. Olaf College Print Center can be used by anyone and the rates are significantly less than other printers.) (Representatives can distribute booklets to members in their building who are not at the meeting.)* Print at least 5 extra copies and give to Treasurer and *President*.
- Take notes and send out minutes for annual meeting.

Contacts: Northfield Senior Center (*room reservations*)  
507-664-3700

St. Olaf Print Center  
Jackie Wille or Julie Rappe  
Buntrock Commons 104  
phone: 507-786-3382/3038  
email: [printcenter-office@stolaf.edu](mailto:printcenter-office@stolaf.edu)

### **VPTA Treasurer**

- Attend monthly Board meetings and distribute copies of Treasurer’s Report for the previous month.
- Monthly dues assessments:
  - Verify that dues are paid monthly for each unit. If not paid, contact unit owner to arrange collection.
  - Report dues over 30 days delinquent to the Board.
  - Contact new unit owners to set up auto-pay of monthly dues with 1<sup>st</sup> National Bank of Northfield. *(Collect name, phone number, and email address. Email contact information to President and Secretary.)*
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- Special assessments:
  - Invoice unit owners as directed by the Board.
  - Re-bill each month as needed.
  - Report payments delinquent over 30 days to the Board.
  - Work closely with President following Board decisions to insure timely notification and payment
- Deposit all checks received in the VPTA checking account at the First National Bank of Northfield.
- Pay bills from vendors and contractors, as approved by the Board, promptly.
- Reimburse members for VPTA expenses as approved by the Board.
- Bank Accounts:
  - Balance all accounts monthly.
  - Print and keep file of all statements.
  - Update Excel spreadsheets with information from accounts.
- Update spreadsheets:
  - Monthly Treasurer’s Report
  - Master Budget and Master Budget Expense Breakdown

- Cash flow summary of checking account
  - Maintain two electronic memory sticks with these records.
- Unit Sales:
- Respond to Realtor's requests to fill in financial information on disclosure forms and supply recent Treasurer's report and monthly dues information.
  - Direct realtor to website for other documents.
  - If unit is in foreclosure/foreclosed request payment of monthly dues from realtor/mortgage company, as appropriate.  
Work closely with the President following Board decisions to insure timely notification and payment.
- Taxes:
- Compile contractor totals for 1099's with tax ID numbers.
  - Compile monthly expenses and income for year end taxes.
  - Forward all of the above to our accountant's office.
  - Make appointment with accountant and bring tax coupon and check.
  - Sign and mail 1099's and year end taxes.
- Annual Self-Audit:
- Prepare and review documents and spreadsheets.
  - Meet with review committee at agreed upon time and location.
- Annual Meeting:
- Update Master Budget, Master Budget Expense Breakdown, and Year-to-Date Budgets for last and present calendar years.
  - Email the above reports to the Secretary for inclusion in the Policy Booklet.
  - Prepare and present brief summary of finances for annual VPTA meeting.

Contacts:     Accountant:             Leota Goodney, C.P.A.  
    319 Division St.  
    Northfield, MN 55057  
    Phone: 507-663-0861  
    Fax: 507-  
    email:

                                   Attorney:                     John Ophaug  
    Schmitz, Ophaug & Dowd, L.L.P.  
    220 Division St.  
    Northfield, MN 55057  
    Phone: 507-645-9541  
    email: [jmosodlaw@questoffice.net](mailto:jmosodlaw@questoffice.net)

                                   1<sup>st</sup> National Bank: Stephanie Pflaum  
    [spflaum@firstnationalnorthfield.com](mailto:spflaum@firstnationalnorthfield.com)  
    First National Bank South  
    507-664-0820  
    Fax: 507-664-0801  
    <http://firstnationalnorthfield.com/>  
    Account numbers:  
    Checking  
    Regular Savings  
    Heywood Savings

### VPTA Maintenance Committee

The Maintenance Committee will consist of three members, one of who will

serve as chairman of the committee.

The six major maintenance items will be divided into three groups with one individual member in charge of each group.

- Group One: Exterior Painting and Re-shingling
- Group Two: Insurance and Sealcoating
- Group Three: Snow removal and Lawn Care

**Duties include:**

- Selection of quality contractors.
- Encouragement competitive bids by gathering bids from competing contractors.
- Drafting of contracts and presentation of these to the Board.
- Standardizing contract request for comparisons
- Overseeing of maintenance projects.
- Semi-annual maintenance assessment of grounds and buildings taking place each spring and fall.
- Annual roof walk with roofing contractor.
- Review units with seal-coating contractor every 3 years.
- Work with the Board and President of the Board on issues related to insurance claims and the completion of those repairs.
- Work with lawn and snow removal contractor on issues with owners.
- Be alert to building issues that may require repair between inspections.

**Recordkeeping:**

- Keep an accurate record of Building histories with the help of the building representatives.
- Share building history updates with the webmaster, Robbie Wigley, 645-6065, [rwigley@gmail.com](mailto:rwigley@gmail.com)
- Keep a list of contractors used and their bids.
- Make sure Treasurer *and President* has a copy of all approved bids.
- Report to the Board at the monthly Board meetings.

**Contacts:**

**Lawn care and snow removal:**

Sirek's Lawn Care (Ron)  
1781 57<sup>th</sup> Street West  
Northfield, MN 55057  
952-652-2367

**Insurance:**

Auto-Owners Insurance  
P.O. Box 30315  
Lansing, MI 48909-7815  
(517) 323-1200  
Claims: 888-252-4626

Gene Flom Agency, Inc.  
P.O. Box 98  
118 4<sup>th</sup> St. N.  
Cannon Falls, MN 55009-0098  
507-263-2020  
Policy #4791164400

**Contractors:**

Reynolds Services, Inc.  
Asphalt Maintenance  
18201 Roberds Lake Blvd.  
Faribault, MN 55021  
507-332-3220

Skluzacek Bros., Inc. (Roof)  
16554 Cabot Ave.  
Faribault, MN 55021

Dan: 332-8747 – Gary: 332-8531

MD's Quality Painting (Marcelino Delgado)  
5829 Lonsdale Blvd. E.  
Northfield, MN 55057  
507-645-2836  
Cell: 507-213-4160

Scott Swanson  
215 Madison St.  
Northfield, MN 55057  
507-319-5525

### **VPTA Architectural Committee**

The Maintenance Committee will consist of three members, one of who will serve as chairman of the committee.

Duties Include:

- Review and inspect owner requests to make changes to the exterior of units or to the grounds.
- Present request and your recommendation to the Board.
- Respond to the owner with the Board's decision as soon as possible, and no later than 30 days from the request.
- Be alert for any permanent changes that have been made without prior approval.

Recordkeeping:

- Maintain a record of all requests submitted and changes to the exterior of the units or to the grounds.
- Share major architectural updates with the webmaster, Robbie Wigley, 645-6065, [rwigley@gmail.com](mailto:rwigley@gmail.com).

### **VPTA Nominating Committee**

The Nominating Committee is a standing committee that consists of two to three members with one member serving as chair of the committee.

The primary duty of the Committee is to search for Board members (Building Representatives), Standing Committee members and Officers for terms beginning on June 1st and continuing through May of each year. The search is conducting prior to the May Annual Meeting and the selected slate of Board and Committee nominees is presented at the meeting for approval by the members present. Officers are approved at the first Board Meeting.

Procedure: Contact present Board and Committee members and Officers to ask if they are willing to continue serving for the next year. For any openings, contact other building residents to find replacements. Make sure to contact all residents in turn, to allow everyone the opportunity to help govern the Association.

Positions to be filled:

- Nine Board Members – One building representative from each building to serve on the Board.
- Maintenance Committee – Three members, one to serve as chair.
- Architectural Committee – Three members, one to serve as chair.
- Nominating Committee – Two to three members, one as chair.

- Email the list of nominees to the Board President and Secretary at least 4 weeks before the Annual Meeting in May to be included in Policy booklet.

- Have at least one Nominating Committee member at the Annual Meeting to present the nominees to the Association Members for approval.