

The Toughest Job in the ‘Hood

Being a member of the Avocet BOD is not the easiest job in the world. The Avocet Property Owners Association, Inc. is a business and we elect our BOD to run that business. The primary goal of our BOD is to maintain homeowner property values, and is achieved by adherence to our rules, By-Laws, and Covenants. Primarily this involves:

- Enforcing the covenants
- Properly maintaining common property
- Ensuring our community is fiscally sound

Our Documents

The documents of Avocet include rules adopted by the BOD, the Articles of Incorporation, the By-Laws, and the Declaration of Covenants, Conditions, and Restrictions. They document the procedures and responsibilities for running the Association and the responsibilities between the Members and the Association. Transcriptions of the documents can be found on the Avocet web site - www.avocet-hoa.org. Articles or Incorporation - http://www.avocet-hoa.org/Documents/original_articles.pdf; By-Laws - http://avocet-hoa.org/Documents/original_bylaws.pdf; Declaration of Covenants, Conditions, and Restrictions - http://avocet-hoa.org/Documents/original_covenants.pdf.

Enforcing the covenants maintains standards in Avocet which helps assure that the value of the investment in our properties are protected. In general, this is done through an inspection program carried out by an independent third party, namely Heritage Property Management. Properties are visually inspected from the street and maintenance issues are identified. Letters are sent out to homeowners requesting that the specified issues get addressed.

The Architectural Control Committee, which is established within the By-Laws, assists the BOD in defining standards and approving requests for changes related to the appearance of Member property. It is a violation of the covenants to make changes without the committee's approval, and the BOD is responsible for enforcing this as well.

Most committees are created or dissolved at the discretion of the BOD as the need arises

Maintenance

All of our common areas require maintenance, especially as our community ages. We recently had a Capital Reserve Analysis performed which identified our major maintenance tasks over the next twenty years. This will give the BOD a schedule for performing this long term capital maintenance.

There is also day to day maintenance required. This can be ordinary maintenance such as ensuring the pool and tennis courts receive routine maintenance, the clubhouse and bathrooms are cleaned, landscape maintenance is performed, etc. Unanticipated situations can also arise that require maintenance, such as the recent leak in the line from the street to the clubhouse.

Committees such as Sports, Landscape & Pool assist the BOD with these tasks.

Fiscal Duties

The BOD is responsible for preparing the annual budget. Our expense budgets are composed of two main parts – operating expenses and capital expenditures. Operating expenses are the normal, recurring expenses required for day to day maintenance of our common areas, such as landscape &

pool maintenance. Capital expenditures are major expenses incurred periodically like resurfacing the tennis courts or parking lots. The recent Capital Reserve Analysis, which should be repeated periodically, identified and estimated these expenses for us for the next 20 years. These items should be included in each year's budget as they come due.

Based on our projected budgets, the BOD can determine when there is the need to raise funds beyond current revenues (which are generated through our annual dues) either through a special assessment or an increase in dues.

The Finance Committees assists the BOD with these tasks.

Other Duties

Probably the most time consuming aspect of being on the Avocet BOD is answering the questions and concerns of the Members; the membership should always feel free, and even obliged, to communicate any issues to the BOD. The BOD works for the Members of Avocet, and is responsible for documenting its actions and reporting to the membership. The books, records, and papers of the Association are available to inspection by the membership and required to be kept complete.

The BOD also holds monthly meetings where it conducts Association business. Minutes are kept for each meeting should be posted to our web site.

The BOD is also responsible for coordinating our annual meetings where the next board is elected and other community business may be transacted.

While not an "official" duty of the BOD, social activities may also be supported by the Association. There is usually some money in our budget for activities such as the Halloween Party. The Social Committee assists the BOD with these tasks.

Avocet has a web site as well that is maintained by the Information Committee.

When the Going Gets Tough.....

As you can see, there is a lot of work involved as a member of the board, but it is a great opportunity to serve our community. And for the next few years, we are going to be very challenged by the amount of maintenance required to make our community what it should be. This is a time where we really need a few good people that are up for a challenge. We hope to have enough candidates to extend the BOD from 3 to 5 members, making the workload lighter for each board member.

If you enjoy a challenge, if you believe you can make a difference, if you have a vision for our community, we need you!! Please contact the Nominating Committee at nominating@avocet-hoa.org. We can assist you in completing the application (we will even take dictation)!

We have looked at the calendar and decided to extend the application process through Monday, September 11. We look forward to hearing back from you!!

The Nominating Committee

Jeanne Aulbach, Andrew Goodspeed, and Richard Schneiderman