**Calendar of tasks for the LHSC Board**

* 10/26/2020 (Updated SK) Submitted by Stephen Kaminsky.
* Revised 01/18/2024 by Joan Enker and Gerard Soffian

**September**

* Prior to the Labor Day meeting the Secretary forwards to Shareholders via email the following items in a single mailing by the Board Members noted below:
* Agenda (President)
* Minutes from last meeting (Secretary)
* Meeting signup sheet (Secretary)
* Financial documents (Treasurers)
* Committee reports (Committee Liaison)
* Sign-up sheets for committees. (Committee Liaison)
* Committee Liaison Board Member collects sign-up sheets for the committees from Labor Day meeting from emailed or paper versions.
* New board members should be invited to the September and October Board meetings to facilitate the transition.
* New Board members should meet with outgoing members separately by position/role to review responsibilities and ongoing issues that need attention.
* Decide on rules for communication by the Board Emails should be reviewed by the Board President before going to the Community. This should be a rule in our Handbook.
* Notify the Community of the rules for approval for all construction that may be planned by shareholders in the off season. Rules mandate that any Contractor hired has to provide proof of Insurance.
* The Grounds & Maintenance Board Members send out a reminder to the Community about the details of closing (e.g., turn power off, turn hot water heater to pilot or off).
* Grounds and Maintenance needs to review the closing list jobs from the website. http://LHSC.info under “maintenance guide” 8.,9.,10., The head of Grounds and Maintenance should update the guide and send out the reminder to the Community concerning openings and closing.
* Arrange to have the AED (defibrillator) taken from the LHSC Casino and stored safely for the winter. Remind the Casino Committee Head to announce the grand “stuff” exchange at the Labor Day meeting. Bicycles, toys ... can be left on the Casino stage until Columbus Day weekend. Each item should be tagged by the owner and is available to other shareholders for keeps. All remaining items must be removed by the original owner by Columbus Day weekend.
* Update the LHSC.info website with the new board members and the emergency contact phone number. The Head of our Tech Team updates our website with this information.
* Send the members and new volunteers an email notifying them of the committee membership and request they appoint a chair and keep the Board informed of activities and budgetary changes or needs. The Committee Liaison takes responsibility for this.
* Send the newly elected Board members the key documents to review: bylaws, handbooks, Board calendar, and proprietary lease.
* Send the newly elected Board members this Board calendar and note that it should be regularly updated. The President of the Board sends these documents to the Board Members

**October**

* Establish positions for the incoming board (President, VP, Treasurer, Grounds and Maintenance, Committee Liaison, Secretary). The Board President should provide the names of the new Board members and their positions appointees to the community and update this information on the LHSC website soon after November 1 when the new Board responsibility begins.Preliminary budget for the next year. The Treasurers, with input from the Board and the Head of G&M, prepares the budget.
* Discuss and assign bonuses to LHSC staff. The Head of G&M makes recommendations to the Board which are then executed by the Treasurers.
* Send a community-wide email reminding the community of closing tasks. Note that items left in the casino need to be labeled with cabin # and name or it will be tossed. Note that no work can be done by contractors during the closing. Include a memo that no work is to be done by private contractors during the time closing is in progress. G&M will notify you when work can start. Contractors are now allowed to work during opening and closing.
* The Treasurer(s) should update signatures for all banking and money market accounts with appropriate banks. There should be at least two authorized Board members.
* Update the email addresses on the LHSC Board Gmail listserv.
* Update access to the Board’s shared Google folders, adding the new board members and removing the outgoing board members. Setup monthly meetings for the new Board to start in November. The President of the Board sets the dates for the Board Meetings and sends them to the Board members.
* The new Secretary and the President reviews the Board minutes from the previous year to identify key ongoing issues to review with the outgoing Board members.
* The new and outgoing Board members review and update this Calendar of Board tasks and the Board Members Handbook to make any needed changes. The new Board will approve these documents in November.

**November**

* The Secretary sends draft minutes from the Labor Day meeting to Shareholders. In a transition year the Secretary from the previous Board sends the minutes from the Labor Day Meeting to the Shareholders. The following year the Secretary of the present Board sends them out.
* Connect with the rental marketing committee to confirm that gears are engaged for rentals in the following season.
* Committee Liaison contacts the Head of the rental marketing committee to confirm that the gears are engaged for rentals.
* Treasurer(s) finalizes the budget and sends it to shareholders along with the maintenance bill.
* Treasurer(s) present a proposed budget for the fiscal year (Nov 1 through Oct 31) for the Board’s review and approval.
* Committee Liaison Board member should confirm the names and emails of committee chairs, and check in with each committee to be sure they are working on off season issues if relevant.
* The President reviews and establishes a set of guiding principles with the Board.
* Treasurer(s) review and update the calendared tasks for their financial management of the community within Buildium with the Buildium administrator.
* G&M members prepare a list of anticipated work needed to be done by the community and their costs if known.

**December**

* The Treasurers should provide the Community’s tax preparer the most current bank statements, Vanguard money market statements and access to the Buildium File.
* The Treasurers should provide to the Finance Committee the balances in the Operating Fund and the Capital Reserve Fund, and future mortgage payments.
* Provide financials to the “outside” review committee. The Finance Committee can ask for financials at any time.
* G&M members update the Board about the anticipated work needed to be done by the community and their costs if known.
* Treasurer reviews with the Board the balance sheet and budgets for the Operating Fund and Capital Fund.

**January**

* Treasurer(s) should distribute to each cooperator the financial statement for the prior fiscal year and a statement of the tax deductions provided by the accountant. This should include an annual report of operations and balance sheet of the Corporation which shall be certified by an independent Certified Public Accountant. Approved by The Treasurers.
* Committee Liaison reaches out to each Committee Head for written updates and sends these to the Secretary.

**February**

* Board members prepare brief articles for Winter Newsletter & submit to Secretary
* Secretary puts together Winter Newsletter, Board edits & proof reads
* Secretary sends Winter Newsletter to community
* The Treasurer will provide a Financial Report to Shareholders as required by the Community By-Laws.

**March**

* Make sure the Pool committee is engaged and will run an ad for lifeguards. Committee Liaison reaches out to the Pool Committee Head.
* Arrange for water sampling prior to opening prior to opening (between 15 and 30 days prior) Grounds and Maintenance arranges for the water sampling.
* Send out a standard reminder to shareholders of the mechanism for renting along with all the forms. The Head of the Rental Committee sends out the reminder to the Community.
* Review opening procedures with the responsible contractor. Provide the maintenance calendar for the season including tasks required prior to Memorial Day. Head of Grounds and Maintenance reviews with individual contractors (plumbers etc.) the opening procedures.
* Committee Liaison Member checks in with each committee to see if there are updates to off season issues if relevant. Community Liaison reaches out to the Committees for updates.

**April**

* Setup review of the Community Insurance policy and coverage. Establish an Insurance Committee to review.
* Assign leader of community garden. Head of the Landscape Committee.
* The Board President sends a letter to the community announcing the opening dates for the community, the pool and the lakefront and any other information or announcement. Remind everyone about rental rules and requirements for renting. Note that no work can be done by contractors during the opening. G&M will notify you when work can start. Contractors can now work on premises during opening and closing.
* Prepare and send Agenda for Memorial Day Meeting to the members. Also provide any proposals that are to be discussed at the meeting. The President sets Agenda and lists proposals that are to be discussed and/or voted on at the meeting. The Secretary sends the email to the Community once received from the President.
* Remind the Basura Committee to set up collection service for the season and revise the garbage and recycling rules as needed. Set up contract for extra dumpster for bulky items to be deployed over Memorial Day and Labor Day (consider need for over July 4 and Columbus Day weekends)

**May**

* Organize the Memorial Day meeting with the social committee. The Head of the Social Committee arranges for the meeting.
* Gather committee reports. Some committees need A LOT of encouragement and follow up emails so give them a hard deadline. The Community Liaison gathers these reports and emails them to the Community.
* Email to the community.
  + Meeting agenda (if you decide to have a Memorial Day meeting). The President gathers and includes all the reports in one email to the Community prior to the meeting.
  + Board report from the President.
  + The Treasurers should provide previous year budget expenses and income for both the Operating and Capital Reserve Budgets, and a financial summary for the current year.
  + Committee reports.
  + Descriptions of any issue to be considered over the summer and voted on at the Labor Day meeting.
* Review and update the emergency contacts list on the LHSC website. Assign a Board member to be the primary contact in the event of an emergency for each week of the summer. This list should be printed and posted on the bulletin board in the Casino. Prior to the beginning of the summer season the Board decides who will be the contacts month by month.
* Memorial Day Meeting Items to address (reminders)
  + Cooperator responsibility to review lease and by-laws, current versions on the website.
  + Remind members to review the community rules document;
    - Highlight and remind members about specific rules, as appropriate, including rules about trash and recycling, pool, dogs, contractors, insurance, etc.
  + Arrange to have the AED (defibrillator) reinstalled for the summer and check that the battery is charged.

**June**

* The Rental Committee should inform the welcoming committee of the renters’ names and contact information, cabin numbers and arrival times. The Head of the Rental Committee should be responsible.
* LHSC website managers update the website information and the community emergency information and alert the community to review the updates. The Basura Committee reminds the members about the garbage and recycling rules. Safety Committee organizes cabin safety inspections (look for smoke detectors, fire extinguishers, water heater shed clear of flammables and other safety issues noted during inspections.
* Social committee should update the summer schedule and solicit activities and leaders for these events.
  + Prepare for July 4 weekend activities
* Engage the Nominating Committee and charge with identifying new Board members. The process is described in the Board Members Handbook.
* The Nominating Committee consults with the Finance and G&M Committees to identify members to nominate for the roles of Treasurer(s) and G&M Board members, respectively.

**July**

* Have fun!

**August**

* Organize the Labor Day meeting with the Social Committee.
* Committee Liaison member gathers committee reports for sharing before Labor Day meeting.
* Prepare and send Agenda for Labor Meeting, minutes from prior meeting, financial documents and committee reports. Also provide any proposals that are to be discussed or voted on at the meeting (Bylaws specify required advance notice). The President of the Board prepares the agenda and sends it to the Community with any proposals for discussion and/or for voting. The Treasurer sends the Financial Documents to the Community. The Committee Liaison sends the Committee Reports to the Community.
* Check with the Social Committee on the party planning for the Labor Day weekend event and also check to see that breakfast is covered for the meeting.
* Bring a copy of the list of current shareholders by unit and showing the number of shares to the meeting using template below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit** | **Name** | **Shares** | **Initials** |
| 06 | Holtz | 30 |  |
| 07 | Strochak | 30 |  |
| 08 | Costas / Hernandez | 30 |  |
| 09 | Miretsky | 30 |  |
| 10 | Groom | 30 |  |
| 11/15B | Starcevich | 45 |  |
| 12/15B | Salgo | 45 |  |
| 14A | Bagley | 30 |  |
| 14B | Glick | 30 |  |
| 15C | Curley/ Pidgeon | 30 |  |
| 15D | Salgo | 30 |  |
| 16A | Putz / Konecky | 30 |  |
| 16C | Loebelsohn | 30 |  |
| 16D | Mukamal / Ernish | 30 |  |
| 17 | Soffian | 30 |  |
| 18 | Fairey | 30 |  |
| 19 | Wenderoff / Magness | 30 |  |
| 20 | Goldman | 30 |  |
| 21 | Gelda | 30 |  |
| 22 | Engelman | 30 |  |
| 23 | Appel/Kettel | 30 |  |
| 24 | Penoyer | 30 |  |
| 25A | Lyons / Lonschein | 30 |  |
| 25B | Bruno | 30 |  |
| 25C | Epps | 30 |  |
| 25D | Pagan | 30 |  |
| 26 | Cavanaugh / Russo | 30 |  |
| 27 | Lerner | 30 |  |
| 28 | Schwartz | 30 |  |
| 29 | Enker | 30 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit** | **Name** | **Shares** | **Initals** |
| 30 | Burney / Nobis | 30 |  |
| 31 | Friedman | 30 |  |
| 32 | Haber | 30 |  |
| 33 | Star | 30 |  |
| 34 | Rubin | 30 |  |
| 35 | Thau | 30 |  |
| 36/37 | Aronson | 45 |  |
| 38 | Finnerty & Sershen | 30 |  |
| 39 | Santiago | 30 |  |
| 40/41 | Cherry | 45 |  |
| 42/43 | Karp | 45 |  |
| 44 | Joachim | 30 |  |
| 45 | Philipson | 30 |  |
| 46/47 | Roff | 45 |  |
| 48/49 | Kaminsky | 45 |  |
| 50 | Gerard, Stephen | 30 |  |
| 51 | Gerard, David | 30 |  |
| 52/53 | Leon (2x) / Wintrob/Sha yler 60 |  |  |
| 55 | Hollander / Prigal | 45 |  |
| 56 | Prigal | 45 |  |
| Elvin-1 | Chodkowsky | 45 |  |
| Elvin-2 | Schwartz | 60 |  |
| Elvin-3 | Pennel | 60 |  |
| Elvin-4 | Bedell / Graughran | 30 |  |
| Elvin-5 | Biers / Browne | 30 |  |
| Office | Turner / Schneider | 30 |  |
| Sasse-1 | Curley | 30 |  |
| Sasse-2 | Hoffman | 45 |  |
| Sasse-3 | Lu\_ | 30 |  |
| Sasse-4 | Gottlieb | 30 |  |

Total Shares in Attendance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL SHARES 2055