# Board of Directors

#### Handbook

### Lake Huntington

Summer Community

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Revised 6/10/02 – added section on Insurance Policy review

Revised 8/15/02 – added to the Rental process section

Revised 06/24/07 – multiple changes and additions

Revised 07/27/09 – updated board responsibilities

Revised 9/24/13- Community Archivist detailed

Revised 8/24/14-Water safety warnings

Revised 10/17/20- Added community opening tasks, revised “Getting started” and updated details throughout

Revised 1/7/24 - Added Board Nomination Process #16, Annual review #17, and minor edits

Dear Board Members,

This handbook is intended to assist you in performing your Board duties, by providing an overview of your responsibilities and references to the documents and procedures that should be followed in carrying them out. Please consider this a working document and revise and update it as the need arises. This manual is organized as follows:

1. Getting Started

2. Board Composition

3. Board Members Responsibilities

4. Insurance Policy Review

5. Community Meetings

6. Community Archives

7. Emergency and Board Contacts

8. Members Handbook

9. Renters Orientation

10. Rental Process

11. Sales Process

12. Handling Complaints about Renters or Other Community Members

13. List of Standing Committees

14. Handling water safety communication

15. Opening tasks

16. Nominating Committee Process and Membership

17. Annual review of the Board Handbook

1. **Getting Started**

A good way to get started is to review the Members Handbook, which contains all of the Community Rules, the By-Laws and the Building Code. You may be called upon to make decisions that will require you to refer to these documents, so getting familiar with them at the outset will be helpful. It is also useful to review the minutes of previous Board meetings. The previous Board should provide a list of tasks and issues that will require the new Board to address as well as recommendations to consider. These are all organized within the community archives on Google Docs and provide an excellent history of the issues the community has been engaged with. You will find that many of the issues that arise have arisen many times before, and the minutes may lead you to individuals in the community who have already spent time on them or to documents that may be useful.

**2. Board Composition**

According to the By-Laws the Board is composed of seven members and must include a President, at least one Vice-President, a Treasurer, and a Secretary. Typically, the board assigns one or two members to be responsible for Buildings & Grounds and the Treasurer position can be shared as accounts payable and receivable, separately. Clear responsibilities are therefore assigned to at least 5 of the 7 board positions (the Vice-President’s assignment to act as signatory for contracts, etc in the absence of the President is not included). Of the two possibly remaining (at-large) positions one should assume the responsibilities described in the at-large section below.

**3. Board Member Responsibilities**

The New LHSC Board members for 2023-2024 are:

Mark Schwartz, President

Jeremy Hoffman, Grounds and Maintenance

Laurie Gaughran, Grounds and Maintenance

Joseph Holtz, Treasurer

Gerard Soffian, Treasurer

Joan Enker, Secretary

Marla Kessler, Member-at-Large/ Committee Liaison

The duties of the President, Vice-President, Treasurer and Secretary are described in Article IV of the By-Laws, and all Board members should review them after election to the Board. What follows are brief job descriptions for each of the Board positions intended to supplement the By-Laws and summarize the most important responsibilities of each position(s).

President

The President presides at all meetings of stockholders and the Board of Directors. The President is responsible for developing an agenda for each stockholder and Board meeting, and for distributing this agenda in advance of the meeting. The President is the signatory for contracts, and is responsible for the general management of the affairs of the community.

Treasurer

There is a detailed Treasurer job description available on the LHSC web site that has been developed by a community “Finance committee” and vetted by the 2020 Board. The outgoing Treasurer and Board President should prepare a preliminary budget to hand off to the incoming Treasurer. This budget should be reviewed at the first Board meeting of the new Board and the maintenance payments for the next season should then be estimated. The first maintenance bill will be based on this estimate and should state that it is an estimate. Following the end of the fiscal year on October 31 and the accrual of all expenses incurred to that point, a final budget should be constructed. If this budget requires an adjustment to the maintenance payments, then the next maintenance bill should describe and reflect this adjustment. The second maintenance bill should be accompanied by a copy of the final budget.

The community retains a Bookkeeper to manage the finances in concert with the Treasurer(s). The community has an accountant to prepare our tax returns, advise us of our tax deductions and review our financial statements. The Treasurer should provide to the accountant, by December 1, the last bank statement, money market statement, and a copy of our QuickBooks file. It is the Treasurer's responsibility to prepare W2's and payroll tax forms. By the end of January, the Treasurer should distribute to each cooperator the financial statement for the prior fiscal year and a statement of the tax deductions provided by the accountant. Neither the bookkeeper nor the accountant should be members of the Board.

The Treasurer should monitor expenses and ensure that they stay within the established budget, and if they do not share this information with the Board so that appropriate action can be taken. At the year end meeting the Treasurer should summarize the overall financial position of the community, as follows:

* Total maintenance billed, received, and owed
* Other receipts and income (deck fees, late fees, etc)
* Total expenses (highlight significant over or under budget lines, and any major expenses)
* Projected balance of cash on hand at the end of the fiscal year (10/31)

Secretary

The secretary shall keep the minutes of all board and maintain a record of the minutes in a confidential, electronic folder shared with the Board. After each community meeting a copy of the minutes should be promptly distributed to all cooperators and stored in an electronic folder that the community can access. At each community meeting the minutes from the prior community meeting should be distributed and a vote taken to approve them. For each community meeting the secretary should provide an attendance form where each cooperator can note their presence at the meeting, their unit number, and the number of shares they have. The secretary needs to know the total number of shares in the community and the quorum requirement.

Grounds and Maintenance

The Grounds and Maintenance Board member(s) is responsible for arranging all the necessary maintenance services for the community, including the opening, closing, lawn maintenance, cleaning, maintenance projects, garbage pickup and emergency services, in coordination with appropriate committees.

The maintenance staff is responsible for the maintenance and upkeep of the grounds and common buildings of the community. These responsibilities are seasonal tasks, recurring weekly tasks, as well as planned and emergency maintenance projects. The maintenance staff is supervised by the Board member responsible for Buildings and Grounds, and will work with that Board member to prioritize the maintenance projects and determine the need for additional contracting assistance. A detailed list of maintenance tasks can be found in our Maintenance Guide, located on our website.

The Buildings and Grounds Board member(s) should also maintain the list of contractors and the validity dates of their insurance certificates. This document should be maintained on our website.

Committees Liaison/ Member At-Large

As noted above there will be at least one at-large board member, not including the Vice-President. This board member’s responsibilities will vary depending on the needs of each Board~~.~~ The role of the Committee Liaison is to communicate with all committees, inform the board of all committee work, ensure that the community is provided information about committee work, and communicate any budget needs with the board for each committee.

**4. Insurance Policy**

We have a property and liability insurance policy with Callicoon Cooperative Insurance Company that we typically renew annually. The Board will empower a shareholder or group to periodically review this policy and recommend changes to the Board to ensure that it remains current with property values and replacement costs.

**5. Community Meetings**

The By-Laws specify that community meetings must be announced in advance, and the announcement should include the meeting agenda and any proposals on which the Board intends to call a vote. It is required that there be at least one community meeting per year but traditionally there is one on both the Memorial Day and Labor Day weekends. The announcement for the Memorial Day meeting should include a statement of opening dates for the community, the pool and the lakefront.

Reminders to Announce at Community Meetings

* Personal property stored in the casino must be removed by the opening date. Property left in the casino as of that date will be removed and placed outside
* Cooperator responsibility to review current versions of proprietary lease and by-laws, available on our website
* Requirement for evidence of insurance from any contractor hired to work in the community
* Cooperator responsibility for contractor garbage/damage
* Requirement for each unit to have a working smoke detector
* Review of community rules
  + keeping dogs on a leach and cleaning up after them
  + recycling rules
  + pool rules – no food at the pool
* Renter’s policy
* Provide the LHSC website address as well as the member’s handbook and draft minutes from prior meetings.

Reminders for community closing

Board to remind the Community about the rules regarding community opening, closing and related rules as needed.

**6. Community Archives**

The community maintains an archive of Board meeting and Community meeting minutes and financial documents on the Google Docs platform. These are managed by the Board and while all documents are to be made available to the shareholders only board members have direct access and because they may include personal information redaction may be required prior to distribution.

* Charlie Rubin and Jeremy Hoffman manages our Google Groups and access to these folders; and
* Joel Friedman manages the LHSC.info- publically available archive for documents people need regularly.

**7. Emergency and Board Contacts**

A list of emergency board and contractor contacts is maintained on our website. This list should be reviewed and updated as needed every year. By the Memorial Day meeting the Board should 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. A sample of this form is on our website.

**8. Members Handbook**

The Members Handbook is distributed to all new members and contains all of the Community Rules, the By-Laws, the Building Code and the rental and resale forms and instructions. The Members Handbook is available at the LHSC web site.

**9. Renters Orientation**

All renters, as part of the rental application, sign a statement acknowledging that they have read the community's rules and agree to abide by them. Nevertheless, the Rentals Committee/Welcoming Committee should ensure that each renter, upon arrival, receives a copy of the community's rules. Renters should be advised that the community reserves the right to deny future rental applications to families who do not abide by our rules, or who in other ways do not respect community property or other cooperators.

**10. Rental Process**  
The Board is responsible for approving all applications for rental, in accordance with the Rental Rules and Application for Temporary Rental form described within the Member's Handbook. One member of the Board should be designated the Board Rental Liaison, and this person should review the rental applications, check with the Treasurer to ensure that the renter is current with their maintenance payments, and ensure that rental fees are collected. The Board Rental Liaison should maintain a list of all rentals for the season (copy the format from the most current list on the web site). This list should be posted on the bulletin board at the start of the season and a copy should be provided to the rentals committee.

**11. Sales Process**

The Board is responsible for reviewing applications for resale, as described in the Procedure for Re-Sale/Transfer of Shares in the Member's Handbook. It is very important to use this procedure and the form that it references for all sales, as this ensures the consistency and thoroughness of the process. The Board is responsible for reviewing both the financial means and the appropriateness of prospective buyers before approving a sale.

Part of the sales process is confirming that the buyer has read and understood the Proprietary Lease, By-Laws, and all the rules in the Members Handbook. These documents are all available on our website.

**12. Handling Complaints about Other Community Members or Renters**

From time to time the Board may be called upon to mediate disputes or handle complaints among community members. It is important for the Board to address these issues openly, giving both sides a chance to be heard fully, while respecting confidentiality. It is also important for the Board to document its conclusions so future Boards will know the history. It is very important to note that the Board is not required by our Proprietary Lease to mediate disputes and should not takes sides, as the Board cannot be in a position to judge the merits.

**13. List of Standing Committees**

* ARC - Alterations Review Committee
* Basura and Recycling Committee
* Casino Committee
* Children's Activities Committee
* Children's Committee
* Dog Run Committee
* Finance Committee
* G&M Committee
* Information Technology
* Insurance Committee
* Lakefront
* Landscape
* Liaison to Cochecton Code Enforcement
* Liaison to Lake Association
* Nominating Committee
* Pool Committee - Closed
* Rental Committee
* Safety Committee
* Social Committee
* Water Testing Committee
* Website Committee

**14. Issuing Water Safety messages**

We are required by the NYS Department of Health to regularly test our water for bacterial contamination. As a result of intermittent positive bacteria tests the NYS DOH required us to chlorinate the well water. As of June 2014, we installed chlorinators on all three community wells located in Elvin laundry, Miller house and Schafer house. From that point onwards we have been required to test the water for residual chlorine levels at the terminal (a point at the greatest distance from the well) to ensure adequate protection and document water flow rates at the point of each of the wells. These measures are to be reported to the State DOH monthly. To be considered safe (adequate to kill bacteria consistently) all residual chlorine levels must be between 0.5 mcg/liter (ppm) and 2.0 mcg/liter (ppm). If the level falls below 0.5 mcg/liter the responsible board member or president must inform the community and call Valley Water Services to come and adjust the chlorine levels. These reports must be provided to the DOH on time otherwise we will be fined!

**The units served by each well are as follows:**

The Miller House Well:

Bagley (30A)/Glick (30B); Curley (34A)/Hoffman (34B)/Gottlieb (34C)/Pribula; Holtz (33A)/Strochak (33B); Costas/Singh; Groom (32); Salgo (29B&D)/Morton/Horowitz; Sofian (28D)/Loebelsohn (28B)/Konecke (28A)/Mukamal (28B); Fairey (25); Goldman (26B)/Magness (26A);  Gelda (27A)/Engleman (27B); Kaminsky (22B)/Roff (22A); Phillipson (23B)/Joachim (23A); Thau (24B)/Rubin (24A).

The Schaefer House Well:

The casino (10), the pool and the rear laundry shed; Bruno (9B)/Lonschein (9A)/Epps (9C)/Pagan (9D); Penoyer (8B)/Appel (8A); Hollander (7A)/Prigal (7B); Turner (6); Schwartz (11A)/Enker (11B); Haber(16A)/Starr (16B); Friedman (15B)/Burney (); Lerner (; Fabricant; Aronson (17A)/Roff (22A)/Koenig; Karp (19B)/Cherry (19A); Gerard (20B); Braunstein;

The Elvin Well:

The front laundry shed and Chodkowsky (1), Kalet/Schwartz (2); Browne/Biers (3B); Bedell/Gaughran (3A); Pennell (5).

For advice on how to communicate about water safety to the community see

<http://www.cdc.gov/healthywater/pdf/emergency/drinking-water-advisory-communication-toolbox.pdf>. A brief version of this advice is in the Members Handbook.

**15. The opening and closing tasks are managed and overseen by the G&M Board members as described in a list of G&M tasks in the G&M folder in the Board folders (Google Drive).**

**16. Nominating Committee Process and Membership (**Passed by LHSC Board on 8-19-2021)

For many years the nominating process for board membership at LHSC has been an ad hoc process. The Nominating Committee historically was self-appointed and perpetuated itself, with the same people serving for many years and passing membership around a small group in the community. This proposed procedure will allow for a continuous rotation of new members onto the Committee and thus represent more sectors of the community.

Each year, the out-going board president will become the chair of the nominating committee and will serve as chair until the next out-going president is available. The second and third members will be on a rotating two-year term, appointed by the Board.  In the event the out-going president cannot serve in the capacity of Nominating Committee chair, the Board of Directors will select a former board member to serve as chair of the committee until the next out-going president is available.

**17. Annual Review and Update of this LHSC Board of Directors Handbook**

Each fall, the outgoing Board will review this entire document, as well as the Calendar of Tasks document for the LHSC Board, and make any needed changes. The incoming Board will review these changes and vote on a final revision, and store the revised document in the shared folder for the Board’s use.