

## **FUNCTIONAL STATEMENT OF THE BOARD OF DIRECTORS**

The Board of Directors has been conferred the power to manage the affairs of the Corporation by state corporation statutes. It has delegated certain operating management functions to specific directors and committees, and has retained unto itself responsibilities basically for formulating corporate philosophy of action, developing corporate policies, providing advice and counsel on operating management functions, and decision -making on major issues. Specific responsibilities of the Board of Directors include the following:

- a. Maintaining and updating the Covenants, Articles of Incorporation, ByLaws, Rules and Regulations and other policy making documents for the mutual and equitable benefit of the regular membership.
  - b. Maintaining knowledge of and periodically appraising corporate business, spirit and conditions; establishing and approving Corporate objectives.
  - c. Reviewing and approving major decisions and major policies of the Corporation including capital investments, corporate budgets, organizational changes, long range plans, annual and long range objectives; conducting their fiduciary responsibilities in the best interests of the membership.
  - d. Reviewing the financial posture of the Corporation in light of established budgets and making appropriate adjustments to maintain viability of the Corporation.
  - e. Reviewing the work of various officers and committees. Providing information, advice, consultation and communication to them when required to ensure consistent and effective managerial actions.
  - f. Promoting various social, communication and recreational programs for the benefit of the membership.
  - g. Ensuring corporate members with desired talents are sought after and developed for potential membership on future boards and committees in order to maintain continuity of objectives, high standards of conduct, high values and sound business practices.
  - h. Electing or appointing members of the Board of Directors to various positions, committees or tasks.
  - i. Ensuring Directors are knowledgeable of and provide satisfactory performance in their respective positions; replacing such members as a result of death, resignation or failure to perform.
  - j. Ensuring the Corporation maintains a credible public image through adequate public and community relations programs.
  - k. Performing such other duties as required in the conduct of chartered responsibilities.
- April 1996 Enclosure (2)

## **FUNCTIONAL STATEMENT OF THE PRESIDENT**

The President of the Board of Directors is the chief executive officer and spokesman for Bay Quarter Shores, Inc. He/she is responsible for providing leadership to the Board of Directors and the membership in fulfillment of corporate objectives, and for managing the Corporation including the planning and execution of its annual business operations. Specific responsibilities include the following:

- a. Creating an environment for, and stimulating the development of goodwill and cooperation among the membership.
- b. Ensuring the development and implementation of operating policies, procedures and long range plans for the well-being of the community.
- c. Initiating the development and implementation of annual objectives and goals for operation of the Board of Directors and its committees, and the establishment of a calendar of major events for work efforts, meetings, socials and other important occasions at the beginning of each fiscal year.
- d. Ensuring smooth transition for replacement board members, officers and committee chairmen by establishing a training program so that they are adequately trained in the performance of their respective positions.
- e. Calling and presiding at all meetings of the Board of Directors and the membership when required; ensuring all orders and resolutions of the Board of Directors are carried out.
- f. Appointing members to all committees except those otherwise set forth in Corporate documents subject to approval of the Board of Directors; acting as ex-officio member of all committees except the Nominating, Building Control, Compliance and Audit Committees.
- g. Providing advice and counsel to Board members and committees; delegating special responsibilities and tasks to them and to Corporate members; and conducting status/progress reviews of their programs.
- h. Representing the Corporation at meetings with other organizations as required or providing designated representatives thereto; signing correspondence and other documents on behalf of the Corporation when required.
- i. Coordinating with the general membership on their needs and requirements for corporate wellbeing.
- j. Ensuring the Corporate Newsletter is issued with pertinent information on a timely basis and providing overall coordination and follow-up thereon.
- k. Performing such other duties incident to his/her responsibility or as assigned by the Board of Directors.

April 1996 Enclosure (3)

## **FUNCTIONAL STATEMENT FOR THE VICE PRESIDENT**

The Vice President is the principle assistant to the President of the Board of Directors and assumes the responsibilities and duties of the President in his/her absence. In addition he/she is responsible for the operation and use of designated facilities and amenities and supervision of non-maintenance employees and volunteers. Specific responsibilities include the following:

- a. Providing corporate advice and council to the President; assisting him/her in the discharge of his/her official duties when requested; and assuming his/her responsibilities and duties during his absence.
- b. Providing general supervision over the operation and use of designated facilities and amenities, including but not limited to the pool, clubhouse area, boat docks, ramps, outdoor storage and other parking and recreational facilities; promoting their use.

- c. Providing general supervision of non-maintenance employees and volunteers required to operate the facilities assigned, except as otherwise assigned by the Board of Directors; and developing general personnel guidelines and procedures required for supervision of these personnel.
  - d. Providing oversight on the promotion of associate memberships; ensuring adequate publicity for such promotion locally and in the Newsletter; and providing necessary coordination with the members providing associate membership services.
  - e. Collaborating with the Vice President for Maintenance on maintenance and supply needs; notifying him of maintenance deficiencies especially those requiring immediate attention; and ensuring proper operation of facilities to minimize maintenance needs..
  - f. Seeking out and encouraging members with desired talents to volunteer time on designated special projects or operations.
  - g. Promoting various social/recreational activities for the membership.
  - h. Providing a smooth transition for his/her replacement, including transfer of records and indoctrination on mission, plans, procedures, problems, unfinished business and deadlines.
  - i. Performing other duties assigned by the President or the Board of Directors.
- April 1996 Enclosure (4)

## **FUNCTIONAL STATEMENT OF THE VICE PRESIDENT FOR MAINTENANCE**

The Vice President for Maintenance is the Corporation's maintenance officer. He/she is responsible to the Board of Directors for supervising the maintenance and improvement of all common properties and amenities of the Corporation, and supervising maintenance employees and maintenance volunteers in the discharge of his/her responsibilities. Specific responsibilities include the following:

- a. Developing maintenance and improvement policies for common properties and amenities for approval of the Board of Directors; and developing procedures and ensuring their implementation.
- b. Conducting on-site inspections and developing needs for major maintenance and improvement projects and for new construction; annually developing at least a three year plan of major maintenance and improvement projects; ensuring the development of preliminary plans and estimates, including costs; obtaining approval of the Board of Directors on requirements and budget needs; and coordinating implementation thereof.
- c. Conducting periodic on-site inspections and reviewing needs for routine maintenance and repair of existing facilities and equipments, including supplies needed thereto; supervising the orderly execution of maintenance work requirements within planned budgets; and obtaining approval of the Board of Directors for requirements costing in excess of thresholds established by the Board. Placing high priority on planned preventive maintenance; maintaining files and records of facility and equipment installation, repair and operating/service manuals; and ensuring periodic service and lubrication according to service manuals.
- d. Overseeing general work of maintenance employees; obtaining their advice and assistance on the development of weekly, monthly and annual work requirement plans; providing routine and special assignments of work; discussing work status and progress

with them; and providing periodic followup as required on implementation of work assignments.

e. Maintaining liaison with local government agencies and public utilities on matters of public service to the Corporation, including roads, waterways, rights of way, fire hazards, water and electricity.

f. Signing and executing contracts and other documents authorized by the Board of Directors

g. Collaborating with the Vice President to ensure adequate availability of supplies and to ensure efficient maintenance of operating facilities.

h. Coordinating with the general membership on their needs for maintenance and improvement of common facilities and amenities; requesting workload assistance from experienced members to keep workload requirements at a manageable level.

i. Providing a smooth transition for his/her replacement including transfer of records and indoctrination on mission, plans, procedures, problems. unfinished business and deadlines.

j. Performing such other duties incident to his/her responsibility or as assigned by the Board of Directors.

April 1996 Enclosure (5)

## **FUNCTIONAL STATEMENT OF THE TREASURER**

The Treasurer is the Corporation's financial officer. He/she is responsible to the Board of Directors for management and supervision of Corporate funds, developing and implementing financial management policies, preparing accurate records and reports and ensuring all financial management functions are performed in conformance with applicable laws and regulations. Specific responsibilities include the following:

a. Collecting, maintaining, disbursing and accounting for all Corporate funds, including assessment fees, associate membership dues, and camping, pool, social activity and vending machine fees; paying all outstanding bills on a timely basis.

b. Ensuring the preparation of an estimated annual budget prior to the start of each fiscal year, and revisions thereof during the year, for approval of the Board of Directors.

c. Submitting monthly financial statements to the Board of Directors, including status of finances against approved budget plans; publishing financial statements to the membership via the Newsletter at least once a year, and presenting such information at the regular membership meetings.

d. Preparing membership billings as appropriate; maintaining records of payment and amounts owed, including interest; and initiating aggressive follow-up action, including liens, to collect delinquent amounts owed.

e. Maintaining the Corporate financial records, including a record of funds reserved for long range maintenance, improvement and emergency purposes, a financial record of land transfers to the Corporation and a financial record of delinquent accounts.

f. Preparing and signing financial correspondence, disclosure packets required for sales of lots, and Corporate, tax and other financial documents required by law.

g. Developing at least a three year projection of corporate financial needs annually for approval by the Board of Directors. Ensuring long range financial planning is sound in

balancing requirements for procurement, maintenance and operation of corporate facilities with practical needs, benefits and availability of funds.

h. Analyzing expenditures on a quarterly basis and making suggestions to the Board of Directors for improving the cost effectiveness of corporate operations.

i. Maintaining accuracy of current names and addresses of members for financial management and corporate use.

j. Coordinating and communicating with appropriate personnel on matters of mutual interest and responsibility. This includes requirements for funds to carry out special projects, receipt of donations and activity fees, provision of names and addresses of members for general use and obtaining building control information for disclosure packets.

k. Providing auditors with information required to conduct accurate and timely audits of financial records.

l. Supervising personnel involved in bookkeeping or other areas specifically authorized by the Board of Directors.

m. Providing a smooth transition for his/her replacement including transfer of records and indoctrination on mission, records, procedures, problems, unfinished business and deadlines.

n. Performing such other duties incident to his/her responsibility or as assigned by the Board of Directors.

April 1996 -2- Enclosure (6)

## **FUNCTIONAL STATEMENT OF THE SECRETARY**

The Secretary is the Corporation's administrative assistant. He/she is responsible to the Board of Directors for the development of general administrative procedures, the maintenance of minutes of all meetings, the collection and maintenance of Corporate records, preparation of general correspondence and voting, filing and bulletin board operations. Specific responsibilities include the following:

a. Developing a comprehensive knowledge of Corporate documents and monitoring their status to ensure they are current; recommending revision of existing documents when they no longer reflect actual operations or conditions; ensuring outdated copies of revised documents are replaced when changes are made.

b. Preparing, promulgating and filing minutes of all meetings of the Board of Directors and the general membership; maintaining an on-going record of policy decisions at such meetings by subject matter and date for easy reference at subsequent meetings.

c. Preparing and replying to general correspondence, including notices of meetings, when requested.

d. Organizing and coordinating the counting of all votes on major issues by the general membership, either by mail or at meetings; ensuring that the results of such counts are promulgated to the general membership; and ensuring that adequate files are kept of such counts as required.

e. Supervising the maintenance and use of Bulletin Boards; ensuring that posted information is

pertinent to the membership; and ensuring that such information, including minutes of meetings, is timely and current.

f. Coordinating the establishment and maintenance of a filing system of official corporate documents, records, reports, procedures and correspondence for easy reference and corporate history. This should include minutes of meetings, newsletters, tax papers, financial records, building control permits, legal documents, past and present membership records, election results and copies of documents requiring frequent distribution.

g. Maintaining a general inventory of official records and correspondence kept separately by Board members as part of their official assigned business and ensuring that such individual records are transferred to corporate files when no longer required for day-to-day operation.

h. Preparing and mailing Welcome Letters to new regular members, including copies of covenants, bylaws, rules and regulations, requirements for building control permits, names and addresses of current Board members and the latest Newsletter. Ensure Welcome Letters are provided Associate members.

i. Providing a smooth transition for his/her replacement including transfer of records and indoctrination on mission, documents, procedures, problems, unfinished business and deadlines.

j. Performing such other duties incident to his/her responsibility or as assigned by the Board of Directors.

April 1996 Enclosure (7)

## **FUNCTIONAL STATEMENT OF BUILDING CONTROL COMMITTEE**

The Building Control Committee is responsible to the Board of Directors for reviewing and assuring all buildings and structures erected or installed on private lots in Bay Quarter Shores (BQS) are in compliance with BQS covenants and other regulations. Specific responsibilities include the following:

a. Receiving BQS building control applications; reviewing them for compliance with covenants, restrictions and regulations, including on-site reviews of property when required; discussing problem areas with lot owners and recommending alternative approaches when required; and providing approvals, waivers and disapprovals as appropriate.

b. Reporting status of inventory and proposed construction to the Board of Directors; requesting approval of the Board when deviations to covenants, restrictions and regulations are requested by lot owners or appear to be controversial or questionable.

c. Maintaining an inventory of all buildings, structures and sanitary system at BQS including records of application, approvals, waivers and locations on lots.

d. Being thoroughly knowledgeable about all applicable BQS and County regulations and maintaining liaison with appropriate County officials to ensure a close, cooperative working relationship.

e. Monitoring compliance with applicable covenants, restrictions and regulations especially unsightly lots, unmaintained waterfronts, and structures during and after construction or uncompleted; discussing problem areas with lot owners to ensure

compliance; referring unresolved problem areas to the Compliance Committee for appropriate action.

f. Developing and maintaining appropriate written rules and procedures consistent with BQS covenants; periodically reviewing forms, procedures, laws, technology and problems encountered; and submitting recommendations as appropriate to the Board of Directors for approval.

g. Communicating with the general membership, particularly through the Newsletter, to ensure membership awareness of procedures, covenants and other regulations and to ensure membership cooperation with the Committee in a timely and responsive manner.  
April 1996 Enclosure (8)

## **FUNCTIONAL STATEMENT OF COMPLIANCE COMMITTEE**

The Compliance Committee is responsible to the Board of Directors for the review and enforcement of Corporate Rules and Regulations and of restrictive covenants. Specific responsibilities include the following for review and enforcement when duly authorized by the Board of Directors:

a. Receiving written complaints or conducting documented surveys related to violations of corporate restrictive documents by a member of Bay Quarter Shores, a family member, a guest or a tenant.

b. Preparing written notices of violations to members in the name of the committee and conducting discussions with them to resolve the problem without a formal hearing.

c. Conducting open hearings when required with the accused violator given the opportunity to be heard, to be represented by legal counsel and to presents a defense against the accusation.

d. Determining the validity of the accusation and of sanctions to be imposed after the hearing, including suspension of rights to the use of common property and amenities, monetary charges and restoration of damaged/destroyed common property; notifying the accused of the decision of the committee and indicating his/her right to appeal that decision to the Board of Directors.

e. Referring appeals of committee decisions to the Board of Directors; providing case file material with rationale for its action; requesting final adjudication by the Board.

f. Following-up on decisions made to ensure that prescribed actions are carried out in a timely fashion to completion; considering court injunctions if corrective actions are not carried out by the member.

g. Developing and maintaining appropriate written procedures and documentation consistent with Bay Quarter Shores ByLaws for approval by the Board of Directors.

h. Advising the Treasurer of monetary actions taken by the committee for membership record purposes.

April 1996 Enclosure (9)

## **FUNCTIONAL STATEMENT OF THE NOMINATING COMMITTEE**

The Nominating Committee is responsible to the Board of Directors for nominating capable regular members in good standing of Bay Quarter Shores, Inc. for election to

the Board of Directors and for the conduct of the nomination and election processes associated therewith:

- a. Determining names of potential candidates for election; reviewing their capabilities for actively performing the various duties and responsibilities of the Board of Directors; requesting members of Bay Quarter Shores to assist by submitting names of potential candidates; reviewing traits of good leadership and Nominating Committee considerations in the Bay Quarter Shores Organization Manual.
  - b. Determining the most capable members for vacant positions; discussing with these members the work of respective vacant positions and the necessity for them to actively participate in corporate management; obtaining a short biography of their potential for positions on the Board of Directors; and obtaining their concurrence to run in the election.
  - c. Submitting to the President finished articles for the August and November Bay Quarter Shores Newsletters. The August Newsletter should contain election procedures, names and biographies of nominees, a ballot, a self addressed envelop for returning the ballot to the Secretary, and a reminder to place the name of the voter, address and lot number on the front of the envelop. The November Newsletter should contain information on the election, the names of the winners in the general election, and the names of the new officers elected by the Board of Directors for the coming year.
  - d. Conducting the election at the annual fall membership meeting of Bay Quarter Shores membership in conjunction with the Secretary; in closed session, opening envelopes and counting the ballots of the regular membership in good standing; and then verbally reporting the names of winners of the election to the membership in attendance at the meeting.
  - e. Making suggestions for improving membership on, and operation of, future Nominating Committees.
  - f. Submitting election material to the President for retention of at least one year in file.
- April 1996 Enclosure (10)

## **FUNCTIONAL STATEMENT OF AUDIT COMMITTEE**

The Audit Committee is responsible to the Board of Directors for examining the financial records and reports of the Corporation; evaluating its financial soundness; and evaluating the integrity of its financial management system. Specific responsibilities include the following:

- a. Conducting detailed reviews of corporate financial records, reports and associated documents, using sampling techniques for evaluation purposes as required; especially examining and evaluating the following:
  - 1). Accuracy of receipt and disbursement ledgers, reconciling them against bank statements, check books, billings, cash records and other financial documents.
  - 2). Propriety, accuracy and reconciliation of operating accounts and reserve accounts.
  - 3). Accuracy of assets and liabilities

- 4). Collection of assessment fees including measures taken to establish liens and collect funds owed on delinquent accounts.
- 5). Accuracy of membership records, including lots owned, fee requirements on specific lots owned, current owners and their addresses, penalty interest on delinquent fees, fee payment records on property transfers, BQS sign-off on property transfers.
- 6). Propriety of charges to various line item accounts, including the Social, Welfare and Recreation account and the Miscellaneous account.
- 7). Fulfillment of reports required by the State Corporation Commission and the Virginia Real Estate Board.
- 8). Requirements for, timeliness and accuracy of Federal, State and local tax returns.
- 9). Internal controls used to safeguard against fraud and inefficiency, promote accuracy and reliability in accounting and operating data, and measure compliance with policy.

b. Reviewing procedures and accounts for consistency with prior records and previous audits.

c. Submitting a written report of findings to the President, indicating the following as a minimum:

- 1). An acknowledgement of examination of Bay Quarter Shores financial records of completion of the audit.
- 2). Acceptability and accuracy of record keeping in satisfying the results of corporate operation and changes in its financial position.
- 3). Acceptability and consistency of accounting procedures and practices.
- 4). Specific comments and recommendations for improvement in the corporate record keeping and financial management system, and on the implementation of previous audit reports.

April 1996 Enclosure (11)

## **FUNCTIONAL STATEMENT OF HUNTING COMMITTEE**

The Hunting Committee is responsible to the Board of Directors for supervising the hunting activities within prescribed land areas of Bay Quarter Shores common property to ensure safety of personnel and facilities. Hunting in Cod Creek or Presley Creek does not come under the jurisdiction of Bay Quarter Shores, Inc. Specific responsibilities include the following:

- a. Reviewing and updating hunting regulations including permissible boundaries of hunting.
- b. Issuing hunting and vehicle permits to members in good standing and their guests on request.
- c. Maintaining liaison and cooperating with the local Game Warden and other authorities on mutual hunting matters.
- d. Monitoring hunting within Bay Quarter Shores and notifying the Game Warden of any illegal hunting or trespassing; revoking permits of members and guests when circumstances require.

- e. Making known to local hunters that hunting in Bay Quarter Shores is illegal without Bay Quarter Shores permits and that appropriate legal action will be requested on any offense.
  - f. Updating “posted” signs in the subdivision with the assistance of the Vice President (MA).
  - g. Investigating any local complaints on hunting activities within Bay Quarter Shores, and taking or requesting corrective action.
  - h. Developing and maintaining necessary records for control.
  - i. Submitting an annual report after the hunting season is over and making recommendations to the Board of Directors on the management and control of hunting.
  - j. Providing pertinent information and news on hunting plans and activities to the Newsletter Committee.
- April 1996 Enclosure (12)

### **FUNCTIONAL STATEMENT OF CAMPING COMMITTEE**

The Camping committee is responsible for assisting the Board of Directors in managing the BQScamping area and related facilities. Specific responsibilities include the following:

- a. Reviewing and updating current guidelines for utilization of the campground.
  - b. Controlling space assignments in the campground.
  - c. Maintaining and updating the bulletin board in the campground.
  - d. Developing requirements for maintenance and custodial work in the campground/facilities and informing the Vice President (Maintenance) of such needs.
  - e. Organizing camper work parties to conduct special maintenance, improvement and clean-up operations.
  - f. Collaborating with the Treasurer in the collection of camping fees.
  - g. Maintaining effective communications with campers; monitoring their utilization of the campground/facilities to ensure orderly operation; resolving day-to-day operating problems with the Vice President when required.
  - h. Advising the Board of Directors on general camping requirements and on status and progress of Camping Committee efforts; requesting policy guidance, support and funds when required.
  - i. Maintaining a working relationship with other committees as required to enhance campground planning and operations.
- April 1996 Enclosure (13)

### **FUNCTIONAL STATEMENT OF ASSOCIATE MEMBERSHIP COMMITTEE**

The Associate membership committee is responsible to the Board of Directors for managing the activities pertaining to the application of individuals or families desiring Associate Membership in Bay Quarter Shores. Specific responsibilities include the following:

- a. Soliciting new Associate Members in order to maintain the membership quota established by the Board of Directors.
  - b. Reviewing new applicants, performing background and reference checks and making recommendations for their acceptance or non-acceptance.
  - c. Recommending to the Board of Directors those Associate Members who should be dropped for cause.
  - d. Communicating with Associate Members in general to assure satisfaction of membership; and making recommendations to the Board of Directors on major problems requiring resolution.
  - e. Collaborating with the Treasurer on collection of Associate Membership dues, on making recommendations for changes to annual dues and on maintaining up-to-date records of current members.
  - f. Making periodic reports of accomplishment and status to the Board of Directors, and preparing articles to promote Associate Members for the Newsletter.
- April 1996 Enclosure (14)

## **FUNCTIONAL STATEMENT OF NEIGHBORHOOD WATCH COMMITTEE**

The Neighborhood Watch Committee is responsible to the Board of Directors for patrolling BQS streets and community properties periodically in a random manner in order to observe unusual or suspicious actions or conditions and take limited follow-up action including the notification of authorized Board members or lot owners as appropriate. Specific responsibilities include the following:

- a. Being knowledgeable about common facilities and BQS rules and regulations; being knowledgeable about ownership of houses and trailers; their general condition of occupancy and special desires of lot owners with regard to security; being knowledgeable about local police services and providing information and general assistance to local authorities when requested.
- b. Performing random patrols to observe unusual/suspicious actions or conditions. When such observations are made, assemble factual information such as the who, what, when, where and how; car license numbers; damage incurred; violation of rules. etc. In assembling facts it may be necessary to ask questions of witnesses or people involved. This should be done with tact and diplomacy and only when personal safety is not jeopardized.
- c. Attempting to resolve minor problems with help if required; calling the appropriate county agency or utility when robberies, vandalism, storm damage or other action/conditions are noted; making appropriate follow-up calls to the lot owner and/or a member of the Board.
- d. Ensuring the club house, barn and other facilities and amenities are secure when appropriate; periodically checking facilities, especially on weekends to ensure trespassing, loitering, vandalizing, drinking or drug activity are minimized.
- e. Periodically checking cars and boat trailers for identification cards or stickers to ensure exclusive use of BQS amenities by members and guests; issuing warning notices when proper identification is not displayed.

- f. Providing suggestions to drivers of vehicles about possibility of local law enforcement when vehicles have no license tags, drivers appear under age, they are not properly attired, they are driving improperly or they are violating BQS rules and regulations.
- g. Receiving information from the caretaker, pool attendants or Board members about certain specific problem areas, investigating same and providing follow-up action when required as appropriate.
- h. Providing minor courtesy services to members when requested, provided there is no risk to safety or involvement of liability to the Association.

**BACKGROUND HISTORY:** The Association has no requirement in its covenants or By-laws for providing security services for private homes or lots in the subdivision. This is basically the responsibility of the lot owner working with the Sheriff's office when law enforcement services are required. Likewise security of the common properties is the responsibility of lot owners who share in the ownership of these properties. However this function is generally carried out for the lot owners by the Board of Directors working directly with the Sheriff's office when required.

April 1996 -1- Enclosure (15)

The Association provided a vehicular patrol for many years primarily to monitor general security conditions of community property. This patrol also performed a courtesy check of security on streets with houses and trailers. This has consisted primarily of observing unusual /suspicious actions, checking them out in a discrete manner, obtaining more detailed information and then notifying a Board member or lot owner with supporting information.

After a review in 1989, the Board of Directors decided that this level of security was most reasonable and economical, and should be continued with elaboration of duties, limitations and controls. In 1992 a Neighborhood Watch Committee was established with team captains designated for specific areas under the coordination of the Committee Chairman.

**LIMITATIONS:** Neighborhood Watch personnel are unpaid volunteers. They have no responsibility for involving themselves in an official BQS capacity in family quarrels, fights, disagreements, property arguments or such other incidents that might occur in the subdivision.

Arguments, confrontations or physical force should be avoided under all circumstances. Trespassing on private property should be avoided except in emergencies or when sanctioned by the owners. As ordinary citizens, they have no arrest authority or right to remove personnel from community property. When such actions are required, the appropriate police authority should be called and a Board member should be notified. Committee personnel should not do in-depth investigative work of a police nature before or after the police are called on any incident.

**CONTROLS OVER THE POSITION:** The Board of Directors will approve all members volunteering to provide Neighborhood Watch services. They will receive broad guidelines on general objectives, approach and priority of work from the President. In

most cases they will make decisions and complete actions within policy guidelines. The urgency and timing of some requirements and emergencies may require them to exercise a large degree of judgment and action on their own. They are expected to keep the President or other authorized Board member informed of important developments, potential problem areas, commitments made and need to call the Sheriff's office. Neighborhood Watch personnel will make calls to the Sheriff's office only in emergencies or when Board members are not available.

April 1996 -2- Enclosure (15)

### **FUNCTIONAL STATEMENT OF THE IDENTIFICATION STICKER COMMITTEE**

The Identification Sticker Committee provides coordination for the Bay Quarter Shores Board of Directors in the control, issuance and use of identification stickers for all vehicles using BQS amenities. The purpose of this program is to ensure validity of such use by members or other authorized personnel and to discourage use by non-authorized personnel. The Committee Chairman reports directly to the President, Bay Quarter Shores for specific guidance and periodic feedback on work efforts and problems. Specific responsibilities include the following:

- a. Developing a continuing program of vehicle identification and control, including procurement of necessary stickers, training and guidance of personnel to monitor the program, design of necessary forms, procedures for making application, location of stickers on vehicles, record keeping of personnel provided stickers, and periodic reporting of actions taken to the Board of Directors.
- b. Issuing vehicle identification stickers to members in good standing. Providing prompt replies on applications for stickers.
- c. Ensuring new members are made aware of the program through various means, including Welcome letters and Newsletters. Preparing articles in the Newsletter relative to the need and progress of the program.
- d. Monitoring lack of use of stickers and working in close liaison with the Neighborhood Watch Committee in this regard. Issuing warning notices on vehicles when owners not known or available. Advising unauthorized vehicle owners of their trespassing on private property and if necessary on hard cases requesting the Sheriff to take appropriate action. Being courteous and diplomatic in confronting personnel on lack of stickers.
- e. Maintaining records of ID Stickers issued by name and number, and analyzing and taking corrective action to update such records.
- f. Performing computer services on other matters including membership lists and address labels when required.

April 1996 Enclosure (16)

### **FUNCTIONAL STATEMENT OF SOCIAL ACTIVITIES COMMITTEE**

The Social Activities Committee is responsible to the Board of Directors for managing and conducting the activities involving social events for the general membership throughout the year, including parties, dinners, picnics, firework displays, games, etc. Specific responsibilities include the following:

- a. Developing and publishing an annual calendar of events, primarily through the Newsletter.
  - b. Recruiting and indoctrinating new personnel to staff the committee; determining and assigning individual responsibility for the management and operation of each event.
  - c. Ensuring that individual events are adequately planned and conducted in terms of staffing, materials, facilities, equipment, advertising and costs.
  - d. Ensuring adequate follow-up of each event including appropriate clean-up of facilities, recommendations for improving future events, accounting of results and accounting of funds with the Treasurer.
  - e. Maintaining an overview of the kitchen, including effectiveness of operation, equipment needs, cleanliness and recommending appropriate action with the Vice President (MA).
  - f. Communication with the general membership on social events and soliciting their support in staffing and participating in such events.
  - g. Submitting periodic reports of plans, operations and accomplishments to the Board of Directors with recommendations for need or improvement.
- April 1996 Enclosure (17)

### **FUNCTIONAL STATEMENT OF NEWSLETTER COMMITTEE**

The Newsletter Committee is responsible to the Board of Directors for the publication and dissemination of a periodic newsletter to the general membership, in order to keep them advised of current plans, events, activities and problems at Bay Quarter Shores. Specific responsibilities include the following:

- a. Establishing schedules in conjunction with the Board of Directors for preparation and mailing of the Newsletter.
- b. Requesting Board members, Committee chairpersons and others to prepare articles of interest for the Newsletter.
- c. Collecting, organizing and editing the final draft; typing, printing and mailing the finished product.
- d. Developing ideas for publication and requesting preparation of such material; preparing editorials and other specialized features.
- e. Obtaining copies of minutes of BQS meetings to determine information worthy of publication to the general membership.
- f. Obtaining comments and suggestions from the membership to improve the Newsletter.
- g. Periodically reporting Newsletter operations to the Board of Directors with recommendations for improvement.

April 1996 Enclosure (18)

### **FUNCTIONAL STATEMENT OF THE RECOGNITION COMMITTEE**

The Recognition Committee is responsible to the Board of Directors for recommending names of members in good standing who are deserving of special recognition for contributing outstanding

voluntary services involving administrative, social and physical improvements to Bay Quarter Shores on a long term or short term basis. Specific responsibilities include the following:

- a. Considering outstanding contributions made and the members involved in making these contributions possible; obtaining associated advice from knowledgeable members of the community.
- b. Utilizing various standards of performance in considering volunteers; considering contribution involving administrative, social and physical improvement to BQS, significance and complexity of contribution, frequency and hours of effort, and contributions ranging from one-time to multi-year efforts.
- c. Utilizing various standards of eligibility in considering volunteers; considering regular and associate members including spouses and children living at home; considering Board members performing volunteer work outside the scope of their assigned Board duties; considering individuals who have previously won BQS awards in recognition of other types of volunteer services; and considering individuals, couples or group of individuals who have jointly participated in a single outstanding contribution.
- d. Considering various types and levels of awards; continuing the award of a silver bowl to the single most outstanding volunteer(s); providing certificates of recognition to various volunteers for general services rendered; and providing other tokens of appreciation, such as caps, shirts, pins, to volunteers for more special services rendered.
- e. Providing the President of the Board of Directors with the names of individuals recommended for awards with a written explanation of the volunteer work to be recognized.
- f. Assisting the President or his representative in the recognition ceremony at the annual Labor Day weekend membership meeting, preferably while the election votes for new Board members are being counted; assisting in the procurement and preparation of award material; and assisting in the publication of an article in the BQS Newsletter describing recipient contributions.

April 1996 Enclosure (19)

## **FUNCTIONAL STATEMENT OF GROUNDS COMMITTEE**

The Grounds Committee is responsible to the Board of Directors for providing an overview of land and facilities within Bay Quarter Shores to enhance their appearance, condition and beauty. Specific responsibilities include the following:

- a. Developing short term goals for improving the beauty of Bay Quarter Shores, including the planting and trimming of trees and shrubs and the continued maintenance thereof, especially around buildings, the barn, the camping area and the gate.
- b. Promoting the attraction of birds and other wildlife on common properties.
- c. Periodically reviewing the need for adequate ditching on common properties to ensure adequate drainage and bug control.
- d. Enhancing the use of the Nature Trails and recommending appropriate repairs to walkways, ditches, bridges, potholes, low level areas and other improvements.

- e. Coordinating volunteer work crews to conduct planting of trees and shrubs and conduct other functions of the Committee.
  - f. Providing plans and recommendations to the Board of Directors for improvement of grounds in Bay Quarter Shores; obtaining approval on projects of a costly nature; developing cost estimates and contractor support needs for work efforts when requested; and working in close collaboration with the Vice President (MA) on planning and implementation.
  - g. Preparing articles for the Newsletter pertaining to Committee responsibilities.
- April 1996 Enclosure (20)

## **FUNCTIONAL STATEMENT OF WATERFRONT COMMITTEE**

The Waterfront Committee is responsible to the Board of Directors for planning and managing the maintenance and upkeep of the waterfront and related facilities on common properties owned by Bay Quarter Shores, Inc. Specific responsibilities include the following:

- a. Maintaining adequate records on current conditions of waterfront properties in the Clubhouse area, the Presley Creek access areas at the end of Bay Quarter Drive and in the T Section, and the access areas on Bay Quarter Drive, Cod Creek Drive and Circle Drive; and updating these records as required, particularly after major storms.
- b. Maintaining liaison with the Virginia Shoreline Erosion Advisory Service, Soil and Water Conservation Division, to obtain valuable consultation services on waterfront maintenance and repair techniques.
- c. Developing detailed plans and contractor cost estimates for maintenance, repair and installation of seawalls, rip-rap/ armor stone, docks, jetties, boat ramps, dredging, backfill and/or associated erosion control devices and techniques to maintain the waterfront in good condition; developing long range priority schedules for implementing these plans.
- d. Obtaining approvals from appropriate government agencies as required in the improvement of waterfront properties on BQS common properties.
- e. Working in direct liaison with the Vice President (MA) and Treasurer on plans and estimates to ensure conduct of operations within calendar, operational and financial limitations.
- f. Preparing periodic reports of work efforts, including recommendations for projects to adequately maintain common waterfront properties.
- g. Supervising contractor/ volunteer operations under general coordination of the Vice President (MA) after Board approval of recommended projects.

April 1996 Enclosure (21)

## **FUNCTIONAL STATEMENT OF GARDEN COMMITTEE**

The Garden Committee is responsible to the Board of Directors for managing the BQS garden area behind the tennis courts. The garden area is part of the BQS common property and is furnished at no cost to members in good standing provided BQS incurs no costs for maintenance and operation of the gardens and members pay their own

gardening expenses and maintain the premises.. Specific responsibilities include the following:

- a. Making space assignments to members.
- b. Developing requirements for maintenance and custodial work in the gardens; coordinating plowing of gardens; collecting funds and paying for plowing and ancillary expenses when required; ensuring gardeners keep their gardens clean and neat during and at the end of the growing season.
- c. Organizing work parties of gardeners to conduct special maintenance. improvement and clean-up operations.
- d. Maintaining effective communications with gardeners; monitoring utilization of their assigned space; resolving day-to-day operating problems with the Vice President when required.
- e. Advising the Board of Directors on general garden requirements and on status and progress of Garden Committee efforts; requesting policy guidance and support when required.

April 1996 Enclosure (22)

### **FUNCTIONAL STATEMENT OF FINANCE COMMITTEE**

The Finance Committee is responsible to the Board of Directors through the Treasurer for assisting the Treasurer in the financial management process of Bay Quarter Shores. Specific responsibilities include the following:

- a. Developing and updating the annual operating and reserve budget for consideration by the Board of Directors; collecting data and projected cost estimates of planned projects with which to develop budget requirements.
- b. Analyzing monthly financial reports, determining financial trends based on expenditures and periodically revising the approved budget.
- c. Conducting cost and cost-benefit analyses of BQS operations such as annual comparisons of utility, campground and clubhouse costs, purchase of expensive equipments, capital improvements, and insurance studies.
- d. Reviewing accounting practices and government reporting requirements with a view to improving/simplifying financial management operations.
- e. Analyzing the need for and instituting liens on delinquent members; providing follow-up including the utilization of a collection agency.
- f. Reviewing and correcting membership records including current lot owners and address, lots owned, fee requirements on specific lots owned; searching unknown addresses; checking court house records to determine recent unknown transfers of property, proof of ownership in deeds and nonpayment of county taxes.
- g. Preparing and mailing out disclosure packets and welcome letters, and special billings or notices on assessment fees and dues.

April 1996 Enclosure (23)

### **FUNCTIONAL STATEMENT OF THE BQS CARETAKER (Rev. 4-13-2013) (JOB DESCRIPTION FOR THE BQS CARETAKER)**

The Caretaker is a full time employee of the Bay Quarter Shores, Inc. (BQS) Board of Directors. His/her work shall consist of upkeep of BQS community-owned properties, including land, buildings, facilities, equipment and utilities.

### **Supervision**

Caretaker's work is managed by the BQS Vice President for Maintenance (VPM), and it shall be performed in accordance with this Job Description. In addition, the VPM may provide the Caretaker with specific work assignments and broad guidance on general objectives, approach and priority of such work. However, because of the urgency and timing of some such work, the Caretaker is required to exercise a large degree of own judgment regarding priority and resolution of problems that may arise.

Caretaker's work is not normally subject to detailed technical specifications or supervision. The Caretaker shall use his/her own initiative on routine maintenance matters and be constantly alert to maintenance/repair requirements. The Caretaker shall inform the VPM of important developments, potential problem areas and make recommendations and suggestions on maintenance matters.

The Caretaker is authorized to make purchases of materials, supplies, and parts in an amount not to exceed \$150 per event. The Caretaker is authorized to obtain services of commercial contractors in an amount not to exceed \$150 per event. The Caretaker shall inform the VPM of any such purchases made; if feasible, the Caretaker shall inform the VPM of any such purchases in advance. Obtaining services of commercial contractors and purchases of materials, supplies and parts in excess of \$150 shall be made only with advance authorization by the VPM.

Caretaker's performance will be evaluated in terms of adherence to the requirements of this Job Description, responsiveness to work assignments, and results of work efforts to keep BQS properties well maintained, clean, and neat in appearance.

### **Work hours**

The Caretaker shall work 40 hours per week. In general, the Caretaker shall perform his/her work from 7:00 am to 3:30 pm, Monday through Friday, excluding holidays observed by the Northumberland County government. This time period allows for a 30 minute lunch break. Work hours may be adjusted at the discretion of the VPM to allow the Caretaker to take certain time off for personal reasons. The Caretaker shall request VPM's approval of time off as soon as feasible, preferably 24 hours in advance. The VPM and the Caretaker shall agree on replacement hours/days for any approved time off. If no replacement hours/days are agreed on, the Caretaker will be given time off without pay.

The Caretaker shall provide to the VPM biweekly time sheets showing hours worked. The VPM will FAX the time sheets to the accountant. The accountant will mail a pay check to the Caretaker.

## **General**

The Caretaker shall:

Be knowledgeable about all BQS properties, including their age, location, condition, operation and maintenance frequency; updating inventory and maintenance records as required by the VPM.

Perform maintenance and custodial services on a routine scheduled basis for all BQS community-owned buildings, facilities and grounds according to the schedule below. Perform maintenance/repair of all BQS equipment as required, request VPM's approval of use of commercial repair service.

Perform plumbing, mechanical, carpentry, construction and other services within his/her capabilities; ensure work performed meets all applicable jurisdictional requirements and industry established criteria for time, cost and quality of such work. The Caretaker shall request from the VPM authorization to obtain services from local contractors or volunteer help when such services are beyond his/her technical/workload capability, or require work of a certified professional.

In performance of his/her work the Caretaker shall operate and maintain various vehicles, tools and equipment as applicable; clean, grease/oil such vehicles, tools and equipment; make necessary maintenance and/or repairs to such vehicles, tools and equipment after each major use to ensure timely availability when next require. Inform the VPM of damage or malfunction of vehicles, tools and equipment and/or requirements for their repair or replacement.

Utilize own transportation vehicle in the conduct of BQS business; minimizing travel outside BQS for parts and materials during working hours. Submit to the VPM a travel voucher for reimbursement of use of his/her own vehicle.

## **Grass mowing and grounds keeping**

During the grass growing season mow grass as follows:

- Clubhouse grounds – every week
- Golf range area – every week
- Entrance to BQS – every week
- Barn grounds – every two weeks
- Road shoulders – once per month
- Campground Bath House area - every week
- Campground area – once per month
- Community access lots and other areas – every two months

Actual time of mowing may be adjusted, with the approval of the VPM, depending on speed of growth, weather, conditions of the grounds, condition of the equipment, or other work priorities.

After each mowing around the tennis courts, inspect the courts and sweep/blow any grass, pebbles and debris.

Mow sides of the roads as much as possible while traveling from one area to another to minimize fuel consumption. Use riding mower or the tractor as conditions dictate and make sure the cutting is done so that the cut grass goes to grassy area, not the road.

When mowing is obstructed by low tree limbs or fallen trees and branches, cut them as necessary to move them 15-20 feet back in woods or to haul them to the dump.

**BQS owned roads and parking lot** – before May 31, and/or as directed by the VPM, inspect and patch and level the gravel on the Clubhouse parking lot, Barn Road, Campground Road, and Wittstat Lane. Before May 31 and after September 31 sweep/blow leaves/grass off BQS owned roads (Key Drive, Delaware Drive, Denver Road, Wyoming Street, Georgia Drive) to prevent deterioration of the roads; spray BQS owned paved roads with Round-up to kill grass growing in the road beds. Remove snow from BQS owned roads with permanent residents, including the BQS portion of Wittstat Lane. Exercise care not to scrape the roads and damage road surface.

### **Drainage ditches**

Inspect storm water drain ditches on all roads, fire break road, road from the barn to the gate, and ditches behind the barn for proper drainage – once per year between January and March and after any major storms. Remove any debris that may impair flow of water and mow with bushwhacker or string mower before July 4, August 31, and November 30.

**Nature trails** – before May 31 and before October 15 – inspect all nature trails to identify any need for repair of signs, bridges and benches. Bushwhack/mow nature trails and their entrances to control growth. Fill pot holes from piles of dirt near trails. Within 2 weeks after any major storm, inspect the nature trails and clear the trails of any fallen trees.

**Emptying BQS trash containers** – from April 1 to May 31 and from September 1 to October 31, empty all trash containers that are more than half full every two weeks. From June 1 to August 31, empty all trash containers that are more than half full once

every week. From November 1 to March 31, empty all trash containers once every month. However, if any trash container is overflowing outside of this schedule, the Caretaker shall empty it immediately. Take the removed trash to the dump site.

**Campground** – between January 1 and March 31, inspect the campground area, facilities, and accessories and make any necessary repairs and maintenance of the camp sites to prepare the entire campground for the new season.

November 1 turn off the water in the campground, drain all of the water lines, loosen backflow preventers on all spigots to drain water, use a compressor to blow out residual water in the lines, open all the valves, turn off the hot water tank, drain the hot water tank, put antifreeze in the toilets and sinks to prevent freezing, and lock the Bath House.

April 1 close all of the valves, tighten backflow preventers on all spigots, turn on the water in the campground, unlock the Bath House, turn on the hot water tank, and fill the hot water tank. Scrub and sanitize the toilets, sinks, showers, and dish washing sinks.

## **Pool**

Be knowledgeable about the operation of the BQS pool; clean and vacuum the pool before it opens at the end of May; perform minor maintenance and repair work in case of malfunction; advise the VPM of work efforts requiring the use of commercial repair services.

From the Memorial Day (opening) to Labor Day (closing):

Daily – prior to use, clean the skimmers; back wash the pool filter; check the water level and add water when necessary; check the chemical levels and add chemicals as needed.

Once every week preferably on Tuesday (or more often if usage of the pool is heavy and sand is visible on the pool bottom) - vacuum the pool.

Perform pool opening and closing processes in accordance with the established procedures.

## **Janitorial services**

### **Club house, office, kitchen, interior and exterior restrooms**

Daily

From May 1 to September 30 – clean and sanitize restroom toilets, urinals and sinks; replenish toilet paper, hand towels, soap dispensers, and

disinfectant blocks in urinals, as necessary. Check operation of lights, replace bulbs as necessary.

Once per week

From May 1 to September 30 – clean and sanitize drinking fountain; clean and sanitize the counter and range surfaces in the kitchen; sweep, vacuum, and wet mop all floors; pull out and vacuum carpets in the exterior restrooms. Preferably, this work shall be performed on Monday.

Once per month

From October 1 to April 30 - clean and sanitize restroom toilets, urinals and sinks; clean and sanitize drinking fountain; clean and sanitize the counter and range surfaces in the kitchen; sweep, vacuum, and wet mop all floors; pull out and vacuum carpets in the exterior restrooms. Preferably, this work shall be performed during the first week of October, November, December, January, February, March, and April.

Once per quarter

Vacuum and wipe clean baseboards; wipe clean walls; pull out and vacuum carpets in the exterior restrooms; clean trim; dust and wash as needed window sills; dust bookcases, pictures decorations; clean and sanitize restroom walls, stalls, mirrors and doors. Preferably, this work shall be performed during the second week of February, May, August, and November.

#### Twice per year

Wash window glass inside-outside; clean and sanitize tables; sweep or blow clean front porch and screened porch; clean and sanitize picnic tables on the screened porch; run the oven cleaning cycle and wipe out the cleaned oven residue; wash the interior of the refrigerator. Preferably, this work shall be performed during the third week of May and November,

Have the BQS contractor perform semiannual evaluation of the two heating, ventilation and air conditioning systems. This typically shall take place during May and October.

#### Once per year

Wash/clean light globes and fans; chairs cleaned and sanitized. Preferably, this work shall be performed during the third week of January

Have the BQS contractor evaluate the performance of the mechanical septic system. This typically shall take place during October.

At all times keep neat and tidy the exterior porch closet and interior slop room and broom clean the floors. Empty and clean wet mop buckets; store cleaning materials and janitorial supplies neatly on the shelves.

#### Campground restrooms and showers

##### Twice per week

June 1 - August 31 – clean and sanitize restroom toilets, urinals, sinks and showers. Preferably, this work shall be performed on Monday and Friday

##### Once per week

June 1 – August 31 - clean and sanitize shower curtains; clean and sanitize drinking fountains; clean and sanitize the dish washing sink; sweep, vacuum, and wet mop all floors; remove cobwebs and sweep concrete deck outside restrooms. Preferably, this work shall be performed on Friday.

##### Once per month

April 1 - May 31, and September 1 – October 31 – clean and sanitize restroom toilets, urinals, sinks and showers; clean and sanitize drinking fountains; clean and sanitize the dish washing sink; sweep, vacuum, and

wet mop all floors. Preferably, this work shall be performed during the first week of April, May, September, and October.

Replenish hand towels, toilet paper, and soap as required; ensure adequate supplies are stored in laundry room cabinet.

### Barn workshop

Maintain the barn workshop at all times in a clean and tidy manner. No open containers of cleaning solvents, paint thinner, gasoline, used oil, paint, and other combustible or hazardous liquids shall be stored in the barn.

Once per month

Sweep the workshop floor and stairs leading to the second floor; pick up debris; empty the trash cans; clean up the shelves and work benches.

Once per year

Sweep and vacuum the second floor

**Hurricane/major storm preparation and cleanup** – before any expected hurricane/major storm, move all fishing benches and unattached picnic tables located in the Clubhouse grounds to the wooded area by the Clubhouse. Re-install the fishing benches and picnic tables within one week after the storm or after the lawn areas have adequately dried. After each hurricane/major storm, inspect all roads and clear them from any fallen trees; and/or assist VDOT or NNEC contractor's removal of any fallen trees, assure they leave any affected area reasonably clean. After all work is done, inspect all storm water drain ditches and remove any blockage.

### **Other work**

Twice per year inspect the condition of land, buildings, facilities and equipment; determining nature and extent of deterioration and advise the VPM; conduct preventive maintenance/repair as necessary or as required by the VPM. Preferably, this work shall be performed during the fourth week of March and September.

Determine requirements for janitorial supplies, equipment, parts and other materials for use in his/her work; procure same locally from stores with charge accounts or provide such information to the VPM for procurement.

Work in close collaboration with the VPM in developing maintenance and procurement plans and work assignment lists including priorities and costs thereof. Provide written status and progress reports of work planned, assigned or accomplished.

Be receptive to suggestions of the Board of Directors and the general membership for maintenance and improvement of facilities; advise the VPM of such suggestions for his/her decision if such suggestions shall be included in work schedule.

Any other work as directed by the VPM.

### **Performance**

The performance of the Caretaker shall be evaluated and documented by the VPM twice during a calendar year. The first evaluation shall take place in June, the second evaluation shall take place in November. These evaluations shall be used by the BQS Board of Directors to determine if any annual pay rise or bonus is warranted.

### **Use of Alcohol and Drugs in the Work Place**

Any use of alcohol and/or illegal drugs by the Caretaker while on BQS property is strictly prohibited.

First Offense - the Caretaker will be dismissed for the remainder of the day and will not be paid for the remainder of the day or for four hours, whichever is greater. A report shall be filed with the BQS Board and noted on the employee's record.

Second Offense - the Caretaker will be: (1) dismissed for the remainder of the day and will not be paid for the remainder of the day or for four hours, whichever is greater; and (2) dismissed for the next work day and not be paid. A report shall be filed with the BQS Board and noted on the employee's record.

Third offense the employment with the Caretaker will be terminated.

April 13, 2013 Enclosure (24)

### **FUNCTIONAL STATEMENT OF POOL MANAGER**

The Pool Manager is responsible to the Vice President for planning and managing the operation of the Bay Quarter Shores pool and to the Vice President (Maintenance) for maintenance of pool equipment and facilities. Specific responsibilities include the following:

- a. Reviewing pool rules and regulations, pool attendant job sheets and other guidelines for operation and maintenance of the pool, discussing them with appropriate members of the Board of Directors for clarification, and recommending changes for improvement of pool operations and control.
- b. Collaborating with the Vice President on opening /closing dates, pool hours, on hiring pool attendants including number to be hired, hiring criteria, qualification requirements, pay and training; ensuring he/she is advised of major problems affecting the operation of the pool; providing routine status reports to the Vice President of pool operations, attendance, cash receipts, etc.

- c. Collaborating with the Vice President (MA) on requirements for maintenance and custodial work on pool facilities; ensuring that pool attendants are thoroughly trained in the safe operation of the machinery in the pump house, in the daily cleaning and testing of the pool and in maintaining an orderly appearance around the pool; ensuring he/she or other appropriate personnel are immediately notified of any malfunction of equipment, of any routine requirements for maintenance/repair of pool equipment, of any acts of vandalism or destruction of property, and of any low supplies of chemicals or other essential pool materials.
- d. Hiring and supervising pool attendants throughout the season; scheduling their time; maintaining an overview of their attendance, work practices, disciplines maintained over pool users and problem areas; indoctrinating them on safe pool practices, operations and maintenance; and taking necessary corrective action to ensure a continuing , safe and orderly operation of the pool.
- e. Maintaining an overview of pool financial matters and collaborating with the Vice President or other authorized Member of the Board of Directors on collection of guest fees, availability of change for the vending machine, timekeeping, and payroll; ensuring the list of members not in good standing is current and is used to refuse entry to the pool;

Note: Detailed duties of the Pool Manager are provided in the Pool Maintenance and Operations Manual.

April 1996 Enclosure (25)

## **FUNCTIONAL STATEMENT OF THE POOL ATTENDANTS**

The Pool Attendants are responsible to the Pool Manager for managing the effective operation of the pool and its equipment and for managing and enforcing the effective usage of the pool in order to provide a high quality of occupant safety in the pool.

Specific responsibilities include the following:

- a. Monitoring the operation of the pool equipment and making adjustments to ensure proper functioning of the equipment; notifying the Pool Manager, the Caretaker or the Vice President (Maintenance) of any malfunctions and requesting their advice on use of the equipment.
- b. Monitoring and ensuring effective pool sanitation and water quality control; conducting periodic test of water and adding chemicals as required; vacuuming and removal of debris; backwashing; cleaning of strainers; maintaining appropriate water level of the pool; and ensuring occupants have showered and are appropriately attired.
- c. Controlling pool traffic including registration, collection of pool fees and the number of occupants in the pool; maintaining appropriate records associated therewith.
- d. Monitoring and enforcing the safe activity of personnel in the pool area particularly involving running, diving, swimming, rough playing, drinking and eating; assisting personnel as required in case of emergency including the provision of minor first aid and/or the calling of 911 for outside assistance.
- e. Enforcing pool regulations; denying use of the pool to violators and unauthorized personnel when required; and reporting unusual situations to the Pool Manager.

- f. Ensuring that adequate chemical supplies are available for use and notifying the pool Manager when additional supplies are needed.
- g. Policing the cleanliness and appearance of the pool area inside and immediately outside the fence; removal of trash; rearrangement of furniture; securing the area at closing time; and notifying the Pool Manager of any unusual activity, including vandalism or damage of property.

Note: More detailed duties of the Pool Attendants are provided in the Pool Maintenance and Operations Manual.

April 1996 Enclosure (26)

## **FUNCTIONAL STATEMENT OF BOOKKEEPING SERVICE**

The Bookkeeping Company is responsible to the Board of Directors through the Treasurer for providing bookkeeping services related to financial management and membership affairs of Bay Quarter Shores. Specific responsibilities include the following:

- a. Receiving mail, preparing bank deposits and promptly making deposits in the bank.
- b. Maintaining accurate monthly receipt and disbursement ledgers including a running balance.
- c. Preparing and countersigning checks for the co-signature of the Treasurer or other authorized Board member; prompt payment of all BQS bills.
- d. Preparing and mailing billings (annual fees, campground fees, associate membership dues and special assessments); issuing follow-up billings on delinquents.
- e. Preparing and copying of monthly Transactions Reports for monthly meetings (including receipts, disbursements and balances).
- f. Maintaining ledgers and files on each category of membership (General, Campground, Associate and Delinquent).
- g. Maintaining payroll data for BQS employees including federal deposits, state withholdings, federal and state unemployment reports, and Form 941's; Preparing end of year reports such as W-2's, W-3's, 1099's, and final draft of Form 990 for Treasurer.
- h. Working closely with the Treasurer to determine deadlines for all reports, payments, meetings, etc.; to maintain an accurate, current membership list including lots owned, number of fees required and addresses; to exchange relative information; and to review and amend work in progress.
- i. Attending any Board meeting when necessary to discuss or give advice on any work already being performed.
- j. Taking care of on a timely manner all correspondence with any federal or state matter pertaining to finances of BQS.
- k. Picking up the mail from the Post Office box, processing mail associated with routine financial and membership matters and forwarding remainder to BQS for action.
- l. Preparing computer runs of membership lists, status of delinquents, address labels and other specific information when periodically requested.

April 1996 Enclosure (27)