

The Huidekoper Bay Park, Inc. Committee Responsibilities

Auditor

The auditor is responsible for tracking the cash flow of all the accounts of the corporation to ensure that they are being recorded and processed correctly. The auditor shall make a report for the annual spring meeting of the corporation of the total income and expenses for all financial accounts.

Beach and Park Committee Responsibilities

The Beach and Park committee is responsible for the upkeep and maintenance of the common areas of the beach and park. In general this includes all property and equipment, other than the docks, that the association maintains in the beach and park area.

The descriptions below include some instructions on where things are stored and how they are to be moved. These are general instructions meant to remind committee members of past procedures.

All the work is completed by volunteers unless it is noted that heavy equipment or special skills/tools are used. In those cases the association treasure negotiates the use of that equipment and expertise.

An annual budget of necessary equipment purchases is presented the association treasure by March 15th.

Beach

The beach equipment consists of the following:

- A swim rope (+ anchors) used to mark off a boundary for a swim area.
- Goose fence which must be installed / removed annually

Beach Installation

The swim rope should be installed prior to Memorial Day and removed after Labor Day.

The swim rope has small buoys attached every few feet. When the rope is installed in the water it is important that these buoys are in good enough condition to be visible to both children in the swim area and to boat drivers approaching the area. Because these buoys tend to get broken over time the rope and buoys should be inspected each year and enough new buoys purchased to ensure that the rope serves its purpose as a visible safety barrier.

The No Wake buoys should be placed in the water prior to the swim rope so that the boat has access to the beach area to load the buoys. Contact the Dock Master on the timing of installation.

Sand Replenishment

The beach sand is replenished once per year. C&M Landscaping will provide the sand, but the committee must let C&M know the date when the sand should be supplied. Generally the sand is delivered in the week prior to the 4th of July.

Goose Fence

A short height fence that runs the length of the park's lake front is maintained through the season to prevent geese from walking onto the beach and fouling the park. It is important that the fence is installed shortly after the docks are installed so that the geese learn they cannot walk onto our beach. This helps prevent them from returning during the season.

The fence is taken down about the same time of year as the beach equipment. The fence is rolled up and stored outside near the beach equipment at the property fence lines.

The fence consists of wooden stakes and plastic netting with plastic ties to bind the netting to the stakes. A supply of spare equipment along with a small hammer needs to be available during the season so that repairs can be easily made.

During the day, especially on weekends, small sections of the fence will be opened on the beach and near the docks for easy access. These are not always closed up by the users. To ensure that the fence is closed each evening (the Geese tend to come on the beach at dawn) we have a small patrol that is self-organizing. This patrol makes sure someone checks the fence for closure each evening and that repairs that are needed are made.

Park Equipment

Besides the beach equipment and goose fence there are several items of association property at the park that need occasional maintenance, especially spring cleaning. These items include:

- Flag pole
- Display Cases
- Life Buoys (Hung on display cases)
- Fence at Pymatuning avenue entrance
- Playground equipment
- Picnic tables, benches, chairs and umbrellas.

Any need for maintenance of these items is the responsibility of the committee. Purchases should be included in the annual budget request.

The association treasure has arranged storage for the picnic tables, benches, chairs, umbrellas and life buoys. These items are moved to and from storage by C&M landscaping as they are quite heavy.

Grass Cutting

Grass cutting is performed by C&M landscaping and is negotiated by the association treasure.

DOCK COMMITTEE DUTIES

DOCK MASTER

1. Arrange for dock installation/repairs/maintenance/removal
2. Coordinate all services related to the dock system provided by C & M or any other contractor
3. Update dock/PWC placement charts and forward to the Corporate Secretary
4. Prepare a budget, in collaboration with the Dock Treasurer, according to guidelines established by the Executive Committee by March 15th of each year
5. Verify that all water craft are in their proper slots
6. Enforce the Regulation/Policy relating to docks & personal watercraft
7. Engage the dock committee in all areas requiring their assistance/input
8. Provide a verbal update at the annual meeting or as deemed necessary
9. Notify the Executive Committee of any issues regarding the dock system
10. Handle installation and maintenance of winter agitators
11. Install annual no wake buoys
12. Submit and pay for annual buoy permit
13. Negotiate contract (s) with vendors related to the dock system

TREASURER

1. Invoice and collect dues
2. Pay all invoices related to the dock system
3. Prepare a budget, in collaboration with the Dock Master, according to guidelines established by the Executive Committee by March 15th of each year.

4. Entertain proposals, cost quotes, etc.
5. Assist the Dock Master in all areas which financially impact the budget
6. Maintain registry of dock and PWC waiting list

NO WAKE BUOYS:

The No Wake buoys should be placed in the water prior to the swim rope so that the boat has access to the beach area to load the buoys. The buoys need to be observed for cracks that could prevent buoyancy. If the buoys are damaged, they need to be replaced before being installed in the water. If the chains holding the buoys to the cinder block anchors are in poor condition, they should also be replaced.

The No Wake buoys are installed in a line parallel to the length of the association docks. This line is about 20 yards from the docks. The buoy with the longest chain goes on the north end of the line and the other two (equal size chains) are about midway in the south end of the line.

DUTIES OF THE HBP SECRETARY

MEETINGS

- ✓ Coordinate with President to schedule virtual or in person executive committee meetings
- ✓ Follow-up with email of meeting minutes and action items
- ✓ Annual Meeting:
 - Coordinate with President to arrange for annual meeting place
 - Arrange for head table/chairs
 - Order doughnuts and pick-up, if desired
 - Prepare annual meeting agenda and distribute information prior to meeting via email and paper as requested
 - Send and collect proxies prior to meeting
 - Schedule pre-meeting to prepare for annual meeting
 - Take Rollcall at the annual meeting
 - Prepare minutes after meeting and send via email. Distribute paper copies to those who requested.

NOTIFICATIONS

- ✓ Follow by-laws as it pertains to notifications of regular or special meetings plus any proxy or other documents per timetables
- ✓ Keep bulletin board boxes updated with meeting notifications, dock assignment chart, PWC assignment chart, rules of conduct, calendar of events, etc.
- ✓ Send emails, when appropriate
- ✓ Coordinate and implement resident notification (s) in case of an emergency. Power outage lasting 3 days or so a couple of summers ago is a good example

DIRECTORY

- ✓ Keep directory current at all times.

WELCOME PACKET

- ✓ Prepared and delivered to all new residents. Included:
 - By-Laws
 - Rules of Conduct
 - Dock & PWC Rules
 - Calendar of Events
 - Minutes from last meeting
 - Anything else you think is noteworthy

CHARTS/LISTS

- ✓ Update dock assignment chart – excel spreadsheet

- ✓ Update property map
- ✓ Update officer & committee lists
- ✓ Try to keep committee duties updated. Each committee chairperson has a complete set of duties of all others. This was intended to help everyone know the duties of each other as well as serve as a guideline for anyone considering a committee assignment that wanted to know what the committee did.

MISC.

- ✓ Write letters, send emails, generate labels, etc., as requested by members of the executive committee and/or committee chairs.
- ✓ Send out reminders as appropriate. Boats in, out, events, meetings, etc.
- ✓ Send greeting cards as requested.

OUTREACH COMMITTEE DUTIES

1. Plan and coordinate seasonal community functions/activities such as:
 - a. Huidekoper Happy Hour
 - b. Annual Garage Sale
 - c. Annual Food Drive
 - d. Golf Outing
 - e. Flower pots for the park

2. Coordinate community household assignments for the purpose of:
 - a. Insuring open communication
 - b. Delivery and/or discussion of information regarding all community functions
 - c. Delivery of annual Huidekoper packet of corporate and community information
 - d. Delivery of annual Food Drive materials
 - e. Assisting with delivery of flyers for Coach's annual golf outing (optional)

3. Coordinate fund raising for memorial Christmas trees (3)

4. Submit a proposed budget to the Corporate Treasurer according to guidelines established by the Executive Committee by March 15th of each year.

5. Present verbal Outreach Committee update at annual meetings or upon request from the Corporate President.

ROAD COMMITTEE DUTIES

1. Coordinate all road related activities/maintenance in the Huidekoper Bay Park road system of:
 - a. Richmond Lane
 - b. Virginia Lane
 - c. Phil Miller Lane
 - d. Cullum Street
 - e. Sargent Street
 - f. Lake Shore Drive
2. Arrange for gravel treatments in the spring
3. Arrange for installation and removal of speed bumps
4. Advise snow removal crew of issues that require their attention
5. Place "Hang Plow" signage for snow removal
6. Submit a proposed budget to the Corporate Treasurer according to guidelines established by the Executive Committee by March 15th of each year.
7. Flag maintenance: Arrange for flag cleaning and repairs as needed. Raise flag when docks are installed. Lower flag and store when docks are removed.
8. Present verbal Road Committee update at annual meetings or upon request from the Corporate President.