

Three Rivers Landowners Association Organization

Board of Directors

Elected by the Association members to manage the business and affairs of the Association. They have the authority to exercise all powers and duties that are not specifically reserved for the membership by provision of the bylaws, rules and regulation, covenants or resolution 1. (Common Land Sales, election of full term directors, changes to resolution 1 or bylaws) or restricted by State Law. They conduct business in a public forum with public minutes generated unless there is sensitive information that would be detrimental to the well being of the association. For those occasions the board has the authority to go to a **closed executive meeting**. These closed meetings are attended by board members and invitees only and the minutes generated will be confidential and distributed only to Board members. All meetings either public or closed must meet the special meeting rules as described in article 6 section 2 of our bylaws.

Executive committee

By action of the Board, they may appoint at least 3 of their members to constitute an executive committee. They only have power as provided in the resolution and all decisions must be unanimous.

Standing Committees

The Rules, Regulations and Organization, The Fire Chief, The Budget, and the Architectural Committees are all standing committees. The rules, regulations and organizational as well as the budget committees must have all action approved by the Board of Directors. The Architectural and the Fire Chief are specific committees, which have their own authority in order to carry out their responsibilities.

Ad Hoc Committees

A committee may be formed at any time by the Board of Directors **or** the President to assist in the affairs of the Association. These committees may only exercise the power given to them by the Board of Directors **or** the President.

Three Rivers Landowner's Association Board of Directors Duties

Board Member:

1. Attend all meetings and participate by asking questions and offering suggestions.
2. Listen to landowners and bring their concerns to the meetings.
3. Oversee your budgets, keeping track of expenditures.
4. Volunteer for at least two responsibilities.
5. Read the minutes of the last meeting and make corrections if needed.
6. Prepare for the upcoming agendas
7. Review and follow the bylaws, rules and regulations, conditions and restrictions and resolution 1 of the Association.
8. Conduct yourself in a professional manner when representing Three Rivers
9. Work with other Board members to assist each other as a team.

President:

1. Run all Board of Directors meetings.
2. Facilitate communication between board members and the landowners. This includes creating Agendas for meetings, running all board meetings, being available for input from landowners, check on web site for questions or concerns. Attending committee meetings.
3. Oversee financials. Double check figures and make sure balance sheets are correct.
4. Maintain contact with legal council. Send all agendas and minutes to legal. Make sure that all contact with legal is through the president only. Keep up to date on all legal issues.
5. Make sure all duties of the Board are performed.
6. Secure a location for the Annual Meeting
7. Make sure new board members receive packet of board information.
8. Make sure a yearly review is done on the long-range plan for Three Rivers.

Vice President:

1. Work as a team with the President in formulating agendas, creating strategies for solutions.
2. Step in as acting President when the President is unable to attend a meeting.
3. Keep abreast with the issues facing Three Rivers.
4. Assist at Annual meeting by obtaining ballot counters, front desk workers and any other needed people to help.

Secretary:

1. Make sure that minutes are taken at every meeting of the Board and that they are distributed to all the Board members and interested Landowners.
2. Make sure all files are maintained at the Front Gate Office.
3. Sign all deeds, mortgages and contracts.

Treasurer:

1. Make sure an accurate account is kept of all money received and disbursed. With all disbursements being placed in the proper budget number.
2. Make sure our checking account is sufficient for check writing.
3. Transfer money for check, savings, and CD's as needed.
4. Be aware of maturity dates of CD's so we can add money to them during the open dates.
5. Make sure all dues are collected, Send out warning letters of past due in July and lien properties for over due payments in October (through our attorney). Allow for payment plans for dues if needed.
6. Make sure that all checks written on budgets are approved by the board person responsible.
7. Make sure a financial report is accurate and ready for each board meeting.

Front Gate:

1. Make sure all equipment is working properly.
2. Oversee the needs of the gatekeeper and be the liaison between the gatekeeper and the Board of Directors.
3. Make recommendations for improvements to the front gate and the job of gatekeeper.
4. Make sure we have sufficient decals etc. for sale. Re-order if low.
5. Oversee the job of garbage collection. Make sure someone is doing it and it is at a reasonable cost.

Beach:

1. Survey the beach area at least monthly to see that all is maintained properly. Check docks, swim area platform, swim area rope, beaches (clean), tables (good shape and enough), appropriate signs (visible and in good condition), and access to the beach is limited to people and boats only, no vehicles.
2. Formulate a long-range plan for beach restoration. Be in contact with state, federal, and local agencies who might have input in what is done on the beach. Include a timeline, estimation of costs and justification for plan.
3. Reassess at the end of each summer, our "pack it in, pack it out" policy, "No dogs in swim area policy, and sticker ID or guest pass on boats and any other action that needs to be taken to keep the beach a safe environment for our landowners.
4. Make sure we have a contract for outhouse maintenance each summer.
5. Organize a "Beach Clean-up" day at least once a year.

Undeveloped Common Areas:

1. Conduct a yearly review of undeveloped common areas.
2. Create a policy for use and maintenance of our undeveloped common areas.

Roads:

1. Survey our roads to make sure they are all in good shape. Make sure all culverts are clean and operational.
2. Formulate a long-range plan for road maintenance and paving. Be prepared to present a budget proposal each November for roadwork.
3. Make sure all roads are safe with good sight and shoulders are clean with no growth of weeds.
4. Make sure all dirt roads going off of Three Rivers are closed to vehicles.
5. Create a workable policy for winter road closure.

Gravel Pit:

1. Develop a fair and consistent process to make sure that all material taken from the pit is accounted for and payment is received.
2. Formulate a long-range plan for restoration of the pit area.

Security:

1. Oversee the hiring of security for each summer. Include costs for budget purposes.
2. Attend Rules and Regulations committee meetings to understand issues facing the security of Three Rivers.
3. Maintain access contracts with vendors in Three Rivers.

Rules and Regulations Chairman

1. Run monthly meetings to review complaints and inform members of actions.
2. Organize any activities to promote our community spirit
3. Once a year review the rules and regulations and suggest changes to the board
4. Review vendor access list each year
5. Work with security.
6. Make sure that letters on complaints are written.

Newsletter

1. Make sure the newsletter is printed at least three times a year.
2. Oversee the articles making sure they are submitted and are correct.
3. Oversee the budget and the collection of advertising money
4. Include upcoming events / calendar with each newsletter.

Fire Chief

1. Oversee the running of our volunteer fire department
2. Oversee the budget of the fire department
3. Make sure the board has a monthly report on the fiscal and membership health of the department
4. Public Relations and Information
5. Evaluate and improve Fire Safety at Three Rivers.

Rifle Range

1. Organize a yearly clean up of the rifle range.
2. Review the range and offer suggestions for improvement.
3. Make sure the rifle range is a safe environment for shooting.

Insurance

1. Perform a yearly review of our insurance and report to the board your recommendations.
2. Make sure all premiums are paid on time.

Budget

1. Each November / December, meet and review expenditures for the past year and formulate a proposal for expenditures for the upcoming year.
2. Submit budget to newsletter for annual meeting.