

Pinnacle Lake Estates Association, Inc.
Board of Trustees Job Responsibilities
As supported in PLE by-laws

President (Officer)

Responsible for conducting the regular and annual board meetings, as well as ensuring all board

members meet their individual responsibilities and act as representatives of the Association in accordance with the rules, regulations, by-laws and covenants of the Association. He/she also acts as

the official representative of the Association.

The President is responsible for filling Officer and committee manager positions when vacancies occur through removal, resignation, or lack of interest during the period of vacancy. The president will present recommendation to fill vacant positions to the remainder of the board for a vote. It is still the understanding that the President only has one vote on for any voting issues coming before the board. The president is responsible for assuming all duties of the officers and/or committee managers of the vacant position until the position is filled.

Vice-President (Officer)

Shall perform as the president when the president is absent or unavailable.

In the event that the president resigns, the vice-president shall assume all responsibilities of the president. *The VP is Responsible for the dam and recertification process, He/she is also responsible for managing any unusual efforts that may come up beyond the scope of the other board members.*

Recording Secretary (officer)

Create monthly, annual meeting, and specially called meeting Agenda and present to all board members for approval prior to meeting. Responsible for all formal meeting minutes as well as the filing of all board approved minutes. Board approved Minutes *are to be posted on the PLE website within 10 days of the monthly meeting. Prepare list of topics discussed in Ex. Session for report to lot owners at Monthly meeting. Act as Backup for office support staff. Reconcile all documents, policy, rules, etc. to ensure all match as documents are updated.*

Administration Secretary (Officer)

Is responsible for all official correspondence, which includes dealing with government entities (e. lien filing/releases, secretary of state filings), notifications/filings on property being acquired by the Association and official notices to property owners of past due assessments, penalties, lockouts, rule infractions, etc. This includes a report of formal notices filed/received at each board meeting. This office also is expected to assist in the general mailings of the Association (Le. assessment notices, newsletters, and announcements). A summary report of activities shall be provided at each board meeting. *The Administration Secretary is responsible for overseeing the duties of the Office employee. The duties listed above may be delegated to the office employee.*

Treasurer (Officer)

Is responsible for the organization and custody of the money, including all incoming/outgoing funds while in the possession of the Association. This includes verification of applicability of all expenditures and adherence to budget allowances. *Ensures the accountant completes and files all Federal and State tax forms including 941,940, W-2, W-3, state unemployment, etc. He/she shall be responsible for management of monies owed to/by the Association. This responsibility includes a report of funds on hand, expended, due and budget adherence at each board meeting. All checks over \$500 will have 2 signatures. Prepare Annual budget to submit to board for approval at least 2 weeks prior to annual meeting.*

Architectural (manager)

Is responsible for receiving building permit *issues by the county of residence* and *review PLE lot plans* and request for adherence to the by-Laws, covenants and regulations of the Association He/she shall recommend to the board for approval/disapproval of such permits *via e-mail communication within 10 day of property owners request*. The architectural manager will notify the property owner of the board's *decision within 7 days of the decision*. The *architectural manager will* review progress/completion of the project according to the submitted plans. A report outlining the status of all requested or approved but not yet completed building requests shall be provided at each board meeting.

Roads (manager)

IS responsible for the maintenance of all Association roads and parking lots. This includes a monthly review and report of all roads and recommended actions to be taken to ensure proper maintenance, including actions taken during the prior reporting period. Submit annual budget projection to treasure 1 month prior to annual meeting.

Security (manager)

Is responsible for the implementation of all security requirements deemed necessary by the board. He/she is also responsible for the enforcement and reporting of violations of all Association rules and regulations, as well as all interfaces to area law enforcement agencies. This position is also responsible for the guard shacks and entrance gates. Responsible for opening, closing, and maintaining the PLE store This includes a summary report at the monthly board meeting of all infractions and the actions taken. Submit annual budget projection to treasure 1 month prior to annual meeting.

Special Projects (manager)

Has the responsibility for maintenance of the Administration building, bath house, storage area, porta-potties, trash and other Association owned property *as well as the proper maintenance of the picnic/beach area and common grounds*. . Also responsible for the oversight of the mowing and weed control in common ground areas within Pinnacle Lake Estates. Plan and oversee spring and fall clean up days. Provide Summary report of activities at each Board meeting. Submit annual budget projection to treasure 1 month prior to annual meeting.

Office support

Keeping records for each lot (owners on deed, mailing address, phone number, gate cards, etc.) registration of boats, RV's, UTV, etc. Management of gate cards. Manage day to day operations of the association. Incoming mail and distribution. Payment of board approved expenses. Phone, email and other correspondence. Manage boat slips and lotter drawing. Annual meeting preparation and lot owner attendance. Count and deposit Store revenue. Work with Board on review and distribution of bi-annual newsletter.

AL Board Member

When specific work is contracted, the board member assumes the responsibility for defining the requirements of the contract, acquiring bids for the contract, as well as the management of the contract personnel, verifying the work adheres to the contract prior to authorizing payment. He/she also has the responsibility to ensure that all contract personnel have adequate

insurance to protect the Association from reasonable indemnity. The report that is provided by each board member for the monthly board meeting will be an oral report that is held as part of the official minutes. In the event the board member is unable to attend the meeting, the written report shall be provided to *the president* for submittal, *and* e-mailed to the office. Each board member is also responsible for providing a summary report of the year's activities at the annual meeting. If any Trustee shall by resignation, incapacity to act or otherwise cease to be a member of the Board or the Association during his/her term, his/her position shall be filled by the alternate designated at the previous Annual Meeting. Should that person be unable to serve, a successor shall be chosen by a majority vote of the Trustees remaining in office at any stated meeting or meeting called for that purpose. The successor shall complete the term of the Trustee he/she is replacing. In the event that the term to be filled is less than six (6) months, the Board may leave the position unfilled until the next Annual Meeting. (Article II, Section 1£ from the Revision of By-Laws of Pinnacle Lake Estates Association, Inc. dated September 11, 2004.)
Committees.

Recreation (Standing Committee)

Is responsible for the organization and management of any Association social functions. He/she is responsible for reporting to the board the status of any social events. Submit all expected event costs to the board for approval prior to purchase/event. Submit annual budget projection to treasure 1 month prior to annual meeting.

Lake Preservation (Standing Committee)

Is responsible for ongoing projects related to the overall preservation of the lake and surrounding areas, stocking and management of the fish in the lake. *Responsible for the oversight of the Dredging, water quality and tributary maintenance.* Submit annual budget projection to treasure 1 month prior to annual meeting.

Boat Deck Committee (Standing Committee)

Is responsible for the maintenance and improvement and safety of the boat docks. Submit annual budget projection to treasure 1 month prior to annual meeting.

All Committee

There are two forms of committees, standing committees (also called operating committees) and ad hoc committees. Standing committees are used by an organization on a continual basis. Ad hoc committees are formed for a limited period to address a specific need. When the work of the ad hoc committee is complete, the committee is dissolved. Each committee must have a representative that leads the committee. Each committee representative must give a report at each monthly meeting. If the committee representative is not in attendance, another member of the committee may give the report. The board must approve all outgoing bids for services rendered to PLE. If no progress has been made by a committee in a 30-day time frame, the board will move to dissolve the committee or replace committee members.

All member of the Board of Trustee and committee member will sign and adhere to the established Code of Conduct.

Revised 12/42024 (JA)