

THE MEADOWS PROPERTY OWNERS BOARD OF DIRECTORS (MPOA)

Roles and Responsibilities

Revised 12/5/2023

President

1. Governance – Maintain Board “Roles and Responsibilities” document.
2. Meetings – Schedule and preside over meetings (Board, Annual and Special).
 - a. Prepare and distribute a meeting agenda prior to each meeting.
 - b. Annual meeting to be held in October.
3. Represent MPOA for public issues.
4. Serve as the contact with MPOA’s outside attorney.
5. Coordinate recruitment of new Board members.
6. Appoint Chairs to all standing and ad hoc committees.
7. Maintain working files of Board activities and transfer those files to new Board President.

Vice President

1. Execute President’s responsibilities when President is not available.
2. Restriction Enforcement
 - A. Coordinate enforcement of potential violations by:
 - i. Receiving issues/complaints.
 - ii. Maintaining a list of properties with issues/complaints.
 - iii. Determining if the issues/complaints are actual violations of either The Meadows Restrictions and/or Sylvania Township Restrictions.
 - B. If property owners are found to be in violation of the Restrictions:
 - i. Send letters to property owners advising them they are in violation.
 - ii. Track remedies taken by property owners to address the violations.
 - iii. If remedies are not implemented or are inadequate, coordinate MPOA volunteers to contact property owners to discuss violations and remedies in an attempt to resolve the non-compliant issues.
 - iv. If violations continue after personally contacting the property owners, review the situation with the Board to determine if fines and/or property liens should be executed.
3. Property Liens
 - A. Work with outside attorney to file new, or update existing, property liens for violations of Restrictions and/or for unpaid annual dues.
 - B. Create spreadsheet to track/update status of property liens.
 - i. Active liens are required to be updated every five (5) years.
 - C. Monitor potential sales of properties with unpaid fines and/or active liens to ensure MPOA is paid in full.

Secretary

1. Take notes during all MPOA meetings. Then prepare and distribute meeting minutes.
 - A. If the Secretary cannot attend a meeting, he/she must find another Board member to take notes, prepare and then distribute the meeting minutes.
2. Insurance – Serve as MPOA contact for insurance issues including ensuring that the MPOA insurance policy adequately covers potential MPOA liabilities, social events, etc.
3. Sylvania Township and Lourdes University – Serve as MPOA liaison with Sylvania Township and Lourdes University on applicable issues.

Treasurer

1. Annual Budget – Draft and distribute annual budget for the upcoming year to the Board one month prior to the Annual meeting in October.
 - A. Then submit a revised Budget at the final Board meeting of the calendar year for final approval.
2. Expenses – Pay all valid MPOA expenses submitted by Board members and established vendors for services rendered.
 - A. All expenses must be approved either as part of an approved budget or as unbudgeted, individual expenses approved by the Board.
3. Income Statement – Maintain a YTD income statement. Prepare and submit an updated YTD income statement at each Board meeting and at the Annual meeting.
4. Annual Membership Dues – Send dues notice to MPOA property owners by February 1 of each year using address list maintained by Documents Management Chair.
 - A. Follow-up on unpaid dues on April 1 and again on June 1, if necessary.
 - B. Report status of dues payments at each Board meeting and Annual meeting.
5. Audits – Schedule and coordinate biannual financial audits with outside financial firm.
 - A. Monitor need for interim audits and/or financial reviews and make recommendations to the Board if an interim audit and/or financial review is needed.

Communications Chair

1. Monitor/Maintain/Update/Post on following MPOA Communications vehicles:
 - A. Website
 - B. Facebook
 - C. E-mail
2. Issues/Complaints/Comments – Forward to the appropriate Board member for handling and copy the President.
3. Work with Board members regarding the posting of announcements, event promotion, etc. on the website, Facebook and/or mass e-mail.
4. Facebook Bylaws
 - A. Create bylaws for MPOA Facebook users; revise bylaws, as needed.
 - B. Monitor Facebook user compliance with bylaws.
 - i. Warn users if they are not compliant with the bylaws.
 - ii. If non-compliance continues, review each such situation with the Board to determine what action is needed to resolve the non-compliance issue.

Social Chair

1. Manage and coordinate all Social events, Annual Meetings, Special Meetings and all other MPOA events and meetings that The Meadows property owners are invited to attend.
 - A. Prepare all flyers/announcements and work with Communications to post them on the MPOA website, Facebook and/or mass e-mail distribution for each of the following:
 - i. Annual and Special meeting notices
 - ii. Annual Block Party
 - iii. Other social events
 - B. Order street signs, flyers, announcements, etc. for the above events/meetings.
 - i. Place street signs at the two entrances.
 - ii. Prepare and distribute flyers/announcements via USPS mail.

Landscape Chair

1. Landscape Plan
 - A. Create and implement Maintenance and Improvement Plan (MIP) for common areas.
 - B. Draft and distribute MIP for the upcoming year to the Board by October 1st of each year for discussion and approval.
2. Serve as MPOA contact for landscaping contractor and water supplier.
 - A. Meet with contractor in January to finalize scope of work to be done for that year.
 - B. Manage landscape contract and irrigation water usage.
3. Coordinate planting of annuals outside of the contract.
4. Signs and Lighting – Manage physical conditions of all street signs as well as the entrance signs and lighting in the common areas.
5. Holiday Decorations – Coordinate placement, removal and storage of all Holiday decorations in the common areas with contractor (Hafner Florist).
6. Monitor conditions of common areas year-round.

Document Management Chair

1. MPOA Directories – Maintain and update all MPOA directories.
2. Advise Vice President and Treasurer of any potential property sales of which you are aware so that they may verify that there are no unpaid fines and/or active liens on those properties.
3. New Property Owners – Identify new property owners via “For Sale” signs, Aries on Lucas County website, etc.
4. Welcome Packets:
 - A. Create checklist of items to be included in the “Welcome” packets.
 - B. Assemble and coordinate delivery of “Welcome” packets to new property owners within 30 days of the new owners moving into The Meadows.
 - C. Maintain and update spreadsheet of when “Welcome” packets were delivered, who delivered them, etc.
5. Manage Dropbox – Place documents, files, reports, etc. into Dropbox site and manage Dropbox, as needed.
 - A. Board members will send documents to the Document Management Chair for placement into Dropbox.