

The following is summary of the main responsibilities of a Board member as written by Phil Mucenski, President of the Cypress Strand Board of Directors.

- There is a monthly Board meeting on the third Wednesday of the month that usually lasts an hour. Members who are not local attend remotely via GoToMeeting. An Agenda is created, and a Board package of information including financials and prior meeting minutes is distributed prior to the meeting. The Agenda includes items in process (i.e. capital expenditures, landscaping, fire sprinkler inspections etc.), and the Board member overseeing the project is responsible for reviewing its status. Board meetings are every month except the summer months of June, July and August.
- An email detailing invoices to be paid is sent from Stephanie at Sentry Management to the Board members every Friday. Board members must approve invoices before they are paid. If a Board member questions an invoice, Stephanie answers any questions immediately.
- The Board approves all sales and rental agreements at the property. A background check is performed and the owner and/or renter have to agree to abide by our rules and regulations.
- There is a meeting annually in late January or early February to prepare the next fiscal year's budget. This takes place at Sentry Management's office and takes between 2-3 hours. You have to prep for the meeting by reviewing expenditures year to date and accounting for any known variances whether in the current year or forecasted for the coming year. Landscaping (\$100K annually) and insurance (\$60k annually) expenses are gotten from the respective vendors as well as long term contracts on fire inspection expenses and some other minor expenses. In round #'s we have \$370 K in operating expense and \$190K going to reserves annually.
- Everyone on the Board gets a piece of the pie or a divvying up of responsibilities based on your interest or expertise. For example, I have been the main contact on the annual fire sprinkler inspection at the property (including the putting out of an RFP to get better pricing) as well as handling of the keys to individual units. John Ward was working on getting people signed up on committees and was on the Roof Replacement Committee (as was I). Dave Van Horn is our financial person (Treasurer) and handles maturing CD's, and makes sure that all our unneeded funds are fully invested to the extent possible. With his background on contracts, Dave handles and/or speaks to legal issues that we need to address. Doreen Winger handles the Technology Committee which recently updated our website (all done this year) as well as the Landscape Committee. Additionally, when more than one person is needed (annual fire sprinkler inspection) it is hoped that you could assist to get work completed in a timely manner,
- Lastly items come up all the time, and there are always emails going back and forth among the Board and with Sentry Management. These include rules violations, roof repairs, searching for new vendors, complaints by owners and/or questions regarding ARF (Architectural Review Form). I would estimate I answer or am copied on 100 emails a month. Some require no action. I would estimate I

spend 20 hours a month on Board issues. I would think that for most other Board members it is much less. My hours are higher as I am the President and I have more on my plate because I am one of the few on the Board that live here year round.

There is a potential of one or more Board seats being vacated when elections are held again in March of 2021. We are trying to draw interest now for people to step up and possibly run for the Board. Should you have any further questions on this matter, do not hesitate to contact me at pjmucenski@yahoo.com or call me at 585-330-5470.
