

Oakwood Lakes Community Association

Board of Trustees Responsibilities

[See Oakwood By-Laws for complete descriptions]

Overview

- Ensure maintenance of the common properties, including the dam, for the safety and enjoyment of the 273 member property owners and compliance with applicable regulations.
- Ensure compliance with government laws and regulations as well as Oakwood by-laws.
- Collect fees and disburse funds as appropriate to carry out the business of the community.
- Operate in good faith as good team members with the other trustees, keeping open communications, challenging one another with respect and ensuring a presentation of unity to the community to avoid confusion.

Specific Activities

1. Patrol the lake and common grounds to discern problems needing attention, safety, regulatory or maintenance issues, including dam condition, water level, weed growth, trash/recycling containers, debris, gate locks, etc.
2. Meet with inspector(s) as requested and respond to any issues identified.
3. Complete or engage contractor to complete necessary maintenance and repairs.
4. Plan, promote, implement, execute, and attend 4-5 special events per year, including, but not limited to; Easter Egg Hunt, Summer Picnic, Steak by the Lake, Yard Sale, Annual Meeting.
5. Write, print, and distribute Newsletters and Special Announcements to keep residents informed.
6. Maintain, update website.
7. Check MLS, maintain updated list of actively listed and pending properties. Verify that all listings include membership dues and property status.
8. Follow up with letters, email to agents & brokers on property status, dues, etc. Respond to questions about the community & association from prospective new residents or realtors.
9. Pay bills including contractors, insurance, lifeguard, phone (required by law for beach first-aid & emergency), electric, etc.
10. Prepare and mail invoices; collect and deposit payments.
11. Maintain financial records, corporate filings and insurance and submit tax returns.
12. Maintain database of residents and certificate/payment status.
13. Order, receive and distribute beach ID's and boat decals.
14. Schedule, plan and execute Trustee and Annual Member meetings.
15. Maintain boat rack user list and labeling of spaces for identification.
16. Attend board meetings as scheduled.
17. Participate in/vote on discussions/decisions as needed in meetings or via email.

Warm Weather Common Area Regular Maintenance:

1. Implement, hire and retain environmental service to test water on a weekly basis for safety/health. Monitor reports and post beach closing notice if required.
2. Maintain awareness of and compliance with NJ State beach regulations and maintain signage, first aid and communication requirements as per the law.
3. Hire, interview, schedule & supervise lifeguards.
4. Pick up trash & debris, goose droppings on a daily basis.
5. Place & maintain geese barrier daily.
6. Schedule & maintain private party roster.
7. Schedule placement and maintenance of portable toilet.
8. Coordinate with contractor(s) for grass / landscape maintenance.