

ORONOQUE VILLAGE DISTRICT GUIDE October 2022

QUALIFICATIONS, RESPONSIBILITIES, AND BEST PRACTICES FOR OVCA DISTRICT OFFICES

All District Officers and those serving in elected positions must be Unit Owners, Resident Spouses or Resident Domestic partners and reside within the district. Responsibilities and best practices for all District Officers – District Representative, Alternate District Representative, District Secretary and District Treasurer, as well as the District Maintenance Representative, Social Activities Representative, Nominator, and all alternate positions:

A. District Rep (DR) – Serves as one of fifteen members of the OVCA Board of Directors and represents the district at regular monthly and special OVCA Board Meetings. Chairs District meetings, and keeps residents informed and solicits feedback. Must be at least 55 years of age and live in the district at least one year.

Primary responsibilities for this elected position, which is a two-year term are:

- To understand and support those issues and motions which are judged to be in the best interest of Oronoque Village.
- To hold at least three district meetings annually, leading a discussion of Village issues, and keeping residents informed while soliciting feedback. One of these meetings will be for the annual district elections. Meetings may include a social component,
- To intercede as appropriate on behalf of a resident and using district resources, helps resolve maintenance, social, or budget issues, or OVCA Rules and Regulations violations & complaints.
- To sign and adhere to the OVCA Code of Ethics, to be knowledgeable of the district election process and the responsibilities of the Alternate District Rep, District Secretary and Treasurer.

(See OV Website, Documents & Forms, “Second Amended & Restated By-laws” pgs. 4 to 6, 16, 18 to 20)

Best Practices:

- In partnership with the Alternate, District Secretary, Treasurer, Maintenance and SAC representative, maintains an up-to-date list of contact information for all district residents, as provided by the Business Office.
- Understands Roberts Rules of Order (www.robertsrules.org) when attending Board meetings.
- Understands Maintenance Standards, OVCA financial statements including the budget process, and the fundamentals of OVCA insurance.
- Reserves meeting space for district meetings with the help of the Secretary and the SAC representative.
- Ensures that the District Secretary, Treasurer, SAC, and Maintenance Representatives are regularly informed of new residents and their contact information.
- Working with the SAC Rep, proactively welcomes new residents into the community.
- Develops a solid working knowledge of OVCA By-Laws, Rules and Regulations, and relevant documents.
- Reviews OVCA Board agendas and financial statements and understands the process for raising motions to the Board.
- Provides proper notice to residents so that a quorum is present at district meetings when elections occur, or other official business is conducted.
- Develops meeting agenda and encourages resident participation (See Appendix).

- Uses name tags for meetings if/as needed, and/or asks those who speak at these meetings to identify themselves, so everyone knows who's who.
- Ensures voting is completed preferably via ballot, and/or a show of hands.
- Communicates well with residents, proactively solicits feedback from district residents on issues and motions affecting them, and discourages unfounded, personal, or negative comments.
- Monitors the amount of the district dues and takes appropriate action to ensure that district funds are sufficient.
- Develops a succession plan.
- Visits online video "communityassociations.net/videos-for-boards" to better understand association dynamics.

B. Alternate District Rep (ADR)

Primary responsibilities for this elected position which is a two-year term are:

- To assume all duties and responsibilities of the DR when the DR is absent from Board meetings, or unavailable or unable to discharge his/her duties and responsibilities.
- To attend all Board and special meetings while recognizing that an ADR is restricted from voting and participating in Board discussions when the DR is present.
- Assists the DR with obtaining feedback from the residents as well as helping to ensure that the needs of the district are fairly represented.
- Attends and participates fully in all district meetings and presides at those meetings when the DR is absent.
- May attend OVCA Board Executive Sessions.

Best Practices

- Reviews and understands responsibilities and "Best Practices" of DR and assists as needed.

C. Secretary – Summary - records proceedings and coordinates District elections.

Primary responsibilities for this elected position which is a one-year term are:

- To record proceedings/minutes of district meetings and shares them with the DR, submits them for recording to the OVCA office.
- To read meeting minutes of the previous meeting at the next district meeting and share them with residents upon request.
- To assist DR in maintaining a list of District residents and their contact information.
- To advise unit owners of upcoming district elections 30 days in advance of the election and announce candidates 10 days prior to the election for the district positions to be filled.
- To administer district elections, complying with all election timelines, while ensuring only one vote per unit is recorded. Reports election results to the OVCA Secretary.
- To communicate often and with sufficient lead time with residents to encourage meeting attendance, especially when a quorum (25% of unit owners) is needed at meetings where elections are held, or any formal business is conducted.
- To call and preside at regular or special meetings in the absence of both the DR and the ADR, when 25% of the district Unit Owners request the Secretary to call and preside at any regular or special meetings of the district.

- To provide proxy forms upon request.
- To secure signed Code of Ethics forms from the DR, ADR, Secretary and Treasurer.

***(See OV Website, Documents & Forms, “Second Amended & Restated By-laws”
pgs. 4 to 6, 16, 18-20)***

Best Practices

- Develops an in-depth knowledge of OVCA election rules per OVCA By Laws.
- To maintain records of terms served by all those serving in district positions.

(Article II, Sect 4)

D. Treasurer – Summary - administers funds collected by the district.

Primary responsibilities for this elected position which is a one-year term are:

- To collect dues to fund district meetings, and fees for any special events such as the annual Employee Appreciation Fund. Retrieves these funds through the respective district mailbox at the NCH or the SCH.
- To ensure that no disbursements are made, with the exception of funds needed to conduct the district meetings, without the approval of the district residents.
- To administer these funds by maintaining an account for the district, including a checkbook indicating deposits and disbursements and having both the Treasurer and the District Rep as signatories.
- To report the district’s financial status at all district meetings, including previous year’s disbursements and dues as requested.
- To provide the Business Office with any financial information, as required.

(See OV Website, Documents & Forms, “Second Amended & Restated By-laws” pg. 4)

Best Practices

- Keeps updated and accurate financial information.

E. Maintenance Rep (MR) - Summary - responsible for interfacing with the Village’s Maintenance Director, Executive Director and the ten other District Maintenance Representatives and/or Alternates by attending the monthly Maintenance meetings.

Primary responsibilities and best practices for this elected position with a one-year term are:

- To keep district residents informed on Village-wide maintenance projects and issues as they arise, and to communicate and report status of them on a timely basis.
- To function as a liaison, if necessary, between unit owners and the Maintenance Department on open/in-process Service Requests.
- Maintains an up-to-date list of contact information for all district residents, as provided by the Business Office.

(See OV Website, Documents & Forms, "Second Amended & Restated By-laws" pgs. 4 &16)

Best Practices:

- Keeps the DR informed of issues which are problematic and unresolved.
- Ensures that the Alternate Maintenance Representative is aware of all maintenance issues and can fill in for the MR, as necessary.

F. Alternate Maintenance Rep (AMR) - To work closely with the MR to fulfill the liaison role and fulfills this role in the absence of the MR.

Primary responsibilities for this elected position with a one-year term is:

- To work closely with the Maintenance Representative to fulfill the liaison role and serves in this role in the absence of the MR.
- To attend and participate in Maintenance Committee meetings but vote only when the MR is not present.

G. Social Activity Committee (SAC) Rep – Summary - a member of the Social Activities Committee along with the ten other Social Activity Reps. Helps plans and execute social events for the residents throughout the year.

Primary responsibilities for this elected position with a one-year term are:

- To attend all monthly SAC meetings to help plan and execute Village-wide social events.
- To identify, plan and execute, social events within the district which may help foster positive relationships within the district, and to announce them at district meetings.
- To partner with the DR in planning an annual social event while exploring combining this event with another district.
- To assist in the welcoming of new residents to OV.

(See OV Website, Documents & Forms, "Second Amended & Restated By-laws" pgs. 4 & 16).

H. Alternate SAC Rep

Primary responsibility for this election position with a one-year term is:

- To work closely with the SAC Rep to act as a liaison role and serves in this role in the absence of the SAC Rep. The Alternate SAC Rep may and should attend and participate in Social Activities Committee meetings but may not vote when the SAC Rep is present.

I. Nominator – Summary - serves on the Tax District Nominating Committee.

Primary responsibility for this elected position with a one-year term is:

- To serve on the Tax District Nominating Committee along with Nominators from the other ten districts to review resumes of individuals seeking to become candidates for OVTD elected positions.

(See OV Website, Documents & Forms, “OVTD” - ordinance for Nominations, Code of Ethics, Charter).

J. Alternate Nominator (AN)

Primary responsibilities for this elected position with a one-year term are:

- To attend and participate in the Nominating Committee meetings while recognizing that an AN is restricted from voting when the Nominator is present.
- To fulfill the role of Nominator, in the absence of the Nominator.

Appendix – District Meetings

Suggested order of business

- Welcome.
- Determine if anyone in attendance is not on the district e-mail list.
- Introduce new residents.
- Provide overview of the Village and district issues and/or upcoming Board discussions.
- Report by the District Secretary of previous meeting’s minutes.
- Report by the Treasurer on district finances.
- Report by the Maintenance Rep on Village-wide activities, initiatives, and their relation to the district, including leaf removal, road repair, snow removal, maintenance status, and any resident specific challenges.
- Report by the SAC Rep of the Village and district social activities.
- Lead discussions regarding unfinished business and/or new business.
- Introduce any guest speaker.
- Announce next meeting dates.

MEETING & ELECTION TIMELINES

OVCA BOARD MEETINGS – At least 8 per year, on the third Tuesday of the month

OVTD BOARD MEETINGS – 4 meetings per year, quarterly

DISTRICT MEETINGS – At least 3 per year, in September and as called

MAINTENANCE & SAC MEETINGS – Monthly.

DISTRICT ELECTIONS – September

OVCA ELECTIONS – Every other September

OVTD ELECTION – Every April

UNIT OWNERS MEETING – Every September

*This Guide was prepared by a sub-committee of the Communications Committee
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