



Red Fox Cove
Association

Board Member

--- DRAFT ---

Roles and
Responsibilities

Red Fox Cove Association Board Member Roles and Responsibilities

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PRESIDENT

Presides over all board meetings, sees that all orders and resolutions of the board are carried out, and co-signs all checks.

Sign all leases, mortgages, deeds and other written instruments.

Send out an agenda for review before the monthly meetings.

Facilitate monthly board meetings.

Help prepare for the annual meeting.

Reserve room for annual meeting.

Help other board members as needed.

Work with our service providers when necessary.

Take on "special projects" such as working with the City of Maple Grove when necessary.

Work with residents when they ask for help from the board.

Answer calls, letters, and emails from residents and others outside the neighborhood when they contact the President.

Backup for the Vice President.

VICE PRESIDENT

Acts in the place of the president during his/her absence, welcomes new homeowners to the Red Fox Cove neighborhood, seeks residents to run for the board.

Keep Welcome Packet contents current.

Contact new residents

- Introduction

- Deliver Welcome Packet

Ask for new resident's email address and explain it is to use for Newsletter and important communications.

Lead a nominating committee to encourage residents to seek election to the board.

RFC Association documents (Architectural Standards, Red Fox Cove FAQs, Red Fox Cove Welcome brochure, neighborhood/common ground maps)

- Changes/updates

- Order more printed copies as needed

Post to website when appropriate

Back-up for the President

- Facilitate board meetings

Back-up for the Secretary

- Board meeting minutes scribe

TREASURER

Oversees the finances of the association, assists with the collection of dues, develops the budget, co-signs checks.

Duties as Needed

Working with the board, serve as the contact for our accountant.

Working with the board, serve as the contact with the lawyer for collections, liens, foreclosures, etc. on unpaid dues.

Review expense reimbursement form and invoices for other board members and residents.

Submit your expense reimbursement form and invoices to another board member for review.

Assist other board members with contracts from vendors.

Work with other board members to develop and oversee the reserve plan.

When a house is sold, have the resident contact our accountant to get a resale certificate. The accountant will provide it (regardless of what a realtor or closer might tell you, our resale certificate satisfies all needs. It is not necessary to fill out forms from realtors or title companies).

Keep current copies of the Certificate of Liability Insurance and Certificate of Workers Compensation insurance from vendors.

Treasurer Set Up

Get a stamp made of your signature and give it to the accountant.

Work with a current signer on the RFC bank accounts to be placed on the Wells Fargo accounts and receive a debit card.

Get a copy of the mailbox key and green RFC box key.

Contact the accountant to have reports sent to you.

Treasurer keeps the safe deposit box key.

Email Contacts:

Lawyer - Gretchen Schellhas	CSchellhas@chestnutcambronne.com	612.339.7300
Lawyer's Assistant - Teeda Sisombath	TSisombath@chestnutcambronne.com	612.336.2916
Accountant - Karen Hyser	khyser@murpheycpa.com	763.493.5799
Accountant Assistant - Jessica Roiger	jroiger@murpheycpa.com	763.493.5799
Web master - Vadim Mirkin	tyndra@yahoo.com	

Weekly Duties

Check the mailbox. It is box 5 by the green RFC box on the south entrance to the Cove. This is the box for our 11891 address. There might be bills that must be approved and then forwarded to the accountant. You will also see notices from some companies that will be deducted from our checking account. For example CenterPoint Energy and Wright Hennepin Electric. Forward these to the accountant.

Check the green RFC box. Occasionally, someone will put something in the box that is addressed to the board.

Monthly Duties

In the first several days of each month, receive the monthly financial reports from the accountant. Email the accountant if you have not received it by the Friday before the board meeting. The reports are emailed to all board members.

Keep records of all reports, invoices and receipts, and bank statements in a safe place. Retain the paper copies of the financial transactions that are sent by our accountant.

Keep electronic copies of the reports on the RFC flash drive in an organized manner.

Look through the monthly status report from the lawyer and share the information with the other board members.

Yearly Duties

January - Prepare a draft budget for presentation to the Board at the January meeting. Adjust as needed. Include a discussion of our reserve plan.

February - Present the updated budget to the board for approval.

March - Send the budget to the accountant explaining any changes to them.

Watch for an email from the Auditor. They will work with our accountant to prepare for the audit and will need some information from RFC. Two things they request are a list of board members and current minutes. You can refer them to our website for minutes.

April - Prepare your annual statement and report for the annual meeting.

Review and renew insurance with the insurance company. This includes Directors and Officers, Workers Compensation, liability, and umbrella.

SECRETARY

Records and posts board meeting minutes.

Take the minutes of all RFC Board and Special meetings and upload them to the RFC website once approved.

Online file should be a PDF, and the name should be in this format:

RFC_Board_Meeting_Minutes_Month_Year

Email previous meeting minutes to all board members before each board meeting to enable board members to review the minutes.

Maintain the phone list and email list.

Email group notices to residents.

Retain copies of bids/contracts for vendors – work with Common Grounds board member.

Assist the President with such tasks as publishing meeting notices.

Keep the copies of the keys for the pool and distribute them as needed to the residents.

November – Register with the Secretary of State for RFC Association. It's all done online and is free.

<https://mblsportal.sos.state.mn.us/Business/Search>

Log-on ID treasurer@redfoxcove.org

(In 2015, Eric Berglund did this using his name.)

Password RFC891mg

COMMUNITY AFFAIRS

Coordinates all community events and activities, coordinates and oversees special event meetings.

Community Events

Annual Meeting
Easter Egg Hunt
July 4th Picnic
National Night Out
Spooky Walk

July 4th Picnic

Follow the time line and ensure all items remain on schedule and are completed on time. Follow up with Coordinators and make sure they are able to complete their job duties. Help wherever needed.

(See "RFC 4th of July - To Do List by timeline.docx")

Planning Meeting

- 1) (~ May 1st) - Schedule Planning Meeting
- 2) (~ May 15th) - Hold Planning Meeting
- 3) Number of People Attending Event / Picnic (We have been planning for 175-200)

Flyer

- 1) (~ June 1st) - Get Flyer Ready
Equipment Volunteers
Need to ask for volunteers to setup and take down all equipment
Have volunteers contact Equipment Coordinator.
- 2) (~ June 15th) - Put Flyer in Kiosks

Music/Band

- 1) (~ May 15th - After Planning Meeting) - Book the band for the 4th of July
Melody Gilbert (763-478-9203) is contact for current band
- 2) (~ June 15th) - Contact RFC treasurer and request a check for the band
- 3) (Before July 3rd) - Have check in hand before the event
MUST have a check ready to give band the DAY of the 4th.
- 4) (July 4th - After Band is Done) - Give check to the band
Note: Band Leader has to pay the other band members too.

Equipment

- 1) (~ May 1st - Before Planning Meeting) - Contact Equipment Coordinator
Invite to meeting
- 2) (~ May 20th - After Planning Meeting) - Make sure coordinator reserves equipment right away, so RFC has what is needed
- 3) See "RFC 4th of July - Job Duties - Equipment Coordinator.docx"

Picnic/Food

- 1) (~ May 1st - Before Planning Meeting) - Contact Picnic Coordinator(s)
Invite to meeting
- 2) (~ May 15th - During Planning Meeting) - Decide who will get what?
- 3) (~ May 20th - After Planning Meeting) - Make sure coordinator(s) order Meats in advance
- 4) See "RFC 4th of July - Job Duties - Picnic Coordinator.docx"

Parade

- 1) (~ May 1st - Before Planning Meeting) - Contact Parade Coordinator
Make sure coordinator can still do their job
Invite to meeting
- 2) (~ May 4th - After Planning Meeting) - Make sure coordinator was able to request a fire truck.
- 3) Make sure thank you letter gets sent to fire department
- 4) See "RFC 4th of July - Job Duties - Parade Coordinator.docx"

Activities

- 1) ?
- 2) Prizes?

Decorations

- 1) ?
- 2) ?

Different Roles/Coordinators for the 4th of July Picnic:

Treasurer

See "RFC 4th of July - Treasurer TODOs.docx"

Equipment Coordinator

See "RFC 4th of July - Job Duties - Equipment Coordinator.docx"

Picnic Coordinator(s)

See "RFC 4th of July - Job Duties - Picnic Coordinator.docx"

Parade Coordinator

See "RFC 4th of July - Job Duties - Parade Coordinator.docx"

Activities Coordinator(s)

See "RFC 4th of July - Job Duties - Activities Coordinator.docx"

Decorations Coordinator

See "RFC 4th of July - Job Duties - Decorations Coordinator.docx"

COMMON GROUNDS

Oversees maintenance and upkeep of all common grounds, including lawn mowing, weed control, snow removal, street maintenance, tree and landscape maintenance, pool maintenance, and spring and fall clean-up scheduling.

Negotiates and signs contracts with Common Grounds contractors.

Common Grounds Lawn Mowing:

Abbott Landscape Inc.
1419 10th Street SW
Buffalo, MN 55313
612.245.8978

Contact: Steve Doimor
stevedoimer@gmail.com

Snowplowing, Sanding and Minor Trimming:

Rosch Enterprises Inc.
12900 Cottonwood Circle N.
Dayton, MN 55327
952.930-3990

Contact: Dale Engquist
Cell 612.483.7046
dengquist@mac.com

Contact: Paul Rosch
612.644.8202

Street Sweeping:

Dakota Sweeping & Maintenance Co.
2909 Townview Ave, N.E.
Minneapolis, MN 55418-2476
952.886.8911

Contact: Peter LaBerge
612.250.7267
peter@dakotasweeps.com

Street Maintenance, Curb Maintenance, and Seal Coating (1/3 of Cove Annually with Every 4th Year Off):

Modern Roadways Co. Asphalt
1620 Winnetka Ave. N.
Golden Valley, MN
763.545.1777
mroadways@yahoo.com

Contact: Ed Smith

Common Grounds Fertilizing and Weed Control:

Minnesota Turf Care
P.O. Box 1231
Lakeville, MN 55044
763.427.7446

Contact: Chris Mumford
chris@mnturfcare.com

Tree Maintenance:

PRIMARY:

Tree Squad
3531 Steele St.

Contact: Dan Michura
952.210.6900

Minnetonka, MN 55345

952.888.8733

(at this office number, you will usually reach Lindsay, the Tree Squad
administrative person)

info@treesquad.com

Eagle Tree Service

8637 225th Avenue N.W.

Nowthen, MN 55330

763.504.9516

Cell 612.990.5743

Other Duties

Organize volunteer spring and fall common ground cleanups as needed, including rentals. Provide refreshments afterwards.

Work with board on resident complaints concerning common grounds. Report all common ground issues to board.

Ask contractors for Certificate of Liability Insurance and Certificate of Workers Compensation insurance and give to the Treasurer.

Monitor dock and lakefront area for any necessary maintenance.

Monitor playground, basketball court, and volleyball court for any necessary maintenance.

ARCHITECTURAL AND COMMUNITY STANDARDS

Approves all homeowner exterior improvement projects, ensures the Architectural and Community Standards are upheld.

Respond to email questions for approval of projects. Request additional information if needed.

If project meets standards, provide an official approval to resident. Put a copy of all info in the Architectural Standards book.

If project is something you're not sure about, collaborate with the board. A committee may be formed if needed. Then, three committee members can decide on approval.

Provide a report of monthly approvals at board meeting.

If you receive a request for something not covered in the standards, have it added to a Board Meeting agenda to be discussed.

If you repeatedly get a request for something against standards, it should be discussed by the board for possible updating/change.

If you get a request for a variance on something listed in the standards, contact surrounding neighbors for their input and bring all the information to the Board for discussion.