

BOLSA CHICA MOBILE ESTATES, Inc.

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DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The Board of Directors consists of five unpaid volunteers who are shareholders / residents of Bolsa Chica Mobile Estates, Inc.

Bolsa Chica Mobile Estates, Inc. is a small, self-managed mobile home park. The Board of Directors currently has two primary functions. First, they serve as the Directors of the Corporation of the park. Second, they serve to oversee the administration and operation of the park assisted by two paid employees, a park manager and an office administrator. In addition, the directors have individual duties and responsibilities.

Therefore, our Board of Directors is a working Board. We must have willing and knowledgeable members on the Board. The work becomes burdensome unless everyone is able to do their share. If a Board member cannot fulfill the duties of a Board position, the Board may have to consider an outside resource to perform the required duties. This could cause additional expense to the Corporation.

Per the Park By-laws, any person running for the Board must be a member in good standing, be a resident for one year or more, not be in violation of any rules, and not be delinquent on any monies due, including all taxes.

When a person is elected to the Board, they are not elected to a specific office. After the election results are announced at a General Membership Meeting, the Board selects the positions in an Executive meeting.

For a full list of duties and powers of the Board, see the Bylaws.

Duties of All Five Directors:

1. Meet on the second Saturday of each month in the Clubhouse for a General Membership meeting with the members. The meeting follows a prepared agenda which includes minutes of the prior meeting, a treasurer's report and reports on what is happening in the park pertaining to projects, repairs, etc., and any plans for future projects, etc. Old and New business is discussed. Announcements include any issues the members need to be aware of, along with any scheduled park events. Members are given the opportunity in an open forum to speak about their concerns.

2. Attend bi-monthly Executive Board operational meetings. These meetings can include:
 - Set the monthly General Membership meeting agenda.
 - Discussion of issues from the park clerical support.
 - Discussion of issues from the park manager.
 - All letters from the Board to vendors or residents must first be discussed and then approved by majority vote. Ideally, there should be a consensus of the entire Board.
 - Discussion of bank accounts and bank interest to determine when and where the money should be moved or transferred. Banks are called, visited, and information is gathered to present at these meetings. Sometimes it may be necessary for two Directors to go to the bank to transfer funds.
 - Discussion of major and minor repairs, the necessity for current or future work, selects contractors, and approves costs.
 - Reports from a Committee.
3. All Board members must be familiar with the Park Operational Manual.
4. Each Board member may be designated to research information on a specific issue and then meet to report their findings to the Board so the Board can make an informed decision.
5. Payment of bills may require meetings to discuss questions regarding the service or vendor. All Board members perform these duties based on availability.
6. The Board has one in person meeting with new potential buyers. The meeting is to discuss the Rules and Regulations, Bylaws, financial obligations of the resident, the overall operation of the Park, and any questions the buyers may have. A Buyer Packet is provided. Appropriate forms provided in the Buyer's Packet should be signed by the potential buyers and returned to the Board. A second phone interview may be conducted to address any question or concerns of the buyer and finalize acceptance of the new buyer(s) by the Board.
7. Annual budget meetings are held multiple times as the budget for the coming year is discussed. During that time, decisions are made regarding labor contracts and any changes needed.
8. The Reserve Study and reserve study funding is discussed and kept up to date.
9. All Board members must be familiar with the Rules and Regulations, Bylaws, and the Davis-Stirling Act. These are the rules by which the business of the Corporation is to be run.

10. A quorum of the Board must vote on most issues. Any Board member may have business or questions concerning their specific responsibilities. Issues which arise concerning a park member must be addressed as soon as possible. Verbal or written complaints that arise require a full Board meeting as soon as possible to provide a timely response. Problems arise regarding the overall operation of the Park on a regular basis and require timely meetings.
11. Each Board Member should be familiar with the duties of the other Board members to ensure all work is done during times of absence of a Board member.

President:

The President is the Chief Executive Officer of the Corporation. The President has control of the affairs and direction of the Corporation. The President is an overall manager of the Board and is responsible for affairs of the entire park. He/she is kept informed by all Board members of their issues, problems, completion or non-completion of their specific duties. The President oversees all repairs, collections of money owed, bank transactions and bills paid. He/she is directly involved with the annual budget and plans for the upcoming year. The President works closely with all Board members in connection with their separate regular duties. He/she is the chairman of all Board meetings and votes only in case of a tie.

The President:

1. Calls special meetings of the Board when needed.
2. Directly oversees the Office Manager in the performance of their duties.
3. The President must know where all of the shut-off valves for utilities are located.
4. Monitors all disputes and complaints in the park.
5. Works with the Architecture Committee on park projects and the removal and installation of homes.
6. Monitors the park for compliance of rules and regulations.
7. Directly oversees the Park Manager in the performance of their duties. Is familiar with the Emergency Response Plan.
8. Is involved with all Park contractors in order to make decisions on the work and costs involved. Insures all independent contracts are updated and signed annually.
9. Reviews and signs all letters initiated by the Board.
10. Signs the Occupancy Agreement for new shareholders.
11. Works with the Vice President to secure any needed loans for major repairs.
12. Board liaison of the Architecture Committee and must be knowledgeable on construction matters, State of California HCD permit requirements, and the Rules and Regulations and Bylaws of the Park.
13. Must be computer literate to be able to help as a backup during any Director's illness or absence.

Vice President:

The Vice President replaces the President during an absence from the park. He/she has all of the powers of the President during this time subject to the same restrictions as the President.

The Vice President:

1. Must be computer literate to back up all of the Directors' duties during an absence.
2. He/she is required to approve or disapprove with his/her committee, submitted requests for outside improvements to the homes. This Committee requires meetings with different contractors as well as the home owner. This duty must be performed in a timely manner.
3. Monitors the removal and installation of new homes to make sure they meet the park requirements under the Rules and Regulations and the approved site plan.
4. Is responsible for the Reserve Study for the park to determine the cost of future repair or replacement of all of the Park's major assets. The three-year professional study required under the Davis-Sterling Act does not cover changes in the intervening years before the next study. Updates to the Reserve Study must be tracked. The President, Vice President, and Treasurer are responsible for finding loans available, if needed, for major repairs.
5. Contacts appropriate services to install and maintain park meters. Must know where all shut-off valves for utilities in the park are located.
6. Works with the County, City and State inspectors. Checks with California Fish and Wildlife when necessary under the direction of the President. Monitors the fire hydrant inspections and permits, the annual gas meter inspection, the state inspections and permits, and the Health Department annual pool inspection and permit.
7. Directs small repairs for the Park and decides when outside contractors are needed. Informs the Board of contractor scope of work and cost.
8. Monitors the park on a regular basis for compliance of rules and regulations and projects in progress. He/she monitors the community areas for upkeep or needed attention from the gardener or the manager

Treasurer:

1. Works with Office Manager to collect Occupancy fees and other payments including annual Share taxes and supplemental taxes. Applies past due penalties with the approval or direction of the Board.
2. Works with Office Manager to post to the Accounts Receivable log provided by the Billing Contractor. Informs the Billing Contractor at least three days prior to the end of the month of any adjustments from penalties, short payments or overpayments, etc., to the next month's billing.
3. Works with Office Manager to prepare bank deposits with accompanying paperwork. Must be computer literate and be able to post to the Corporation's Quick Books system of accounting. The Board hires an independent contract bookkeeper to post to the accounts and balance end-of- the month totals and prepare the end-of-the month financial statement, General Ledger, Profit and Loss, etc. Bank statements are balanced with the checkbook and deposits made. The Treasurer oversees the posting of Quick Books with the independent contract bookkeeper to be sure all expenses and credits are entered appropriately.
4. Monitors all incoming bills for accuracy and writes all checks to be approved and signed by at least two Board members.
5. Works with Office Manager to prepare the Demand for Payment to escrow company during a member sale of coach and share. Calculates prorated taxes, utilities, occupancy fees and pay off of any share to Loma Linda which may occur with the sale.
6. Works with Office Manager to handle the taxes. The Treasurer must break each shareholder's tax into two parts and create a tax bill with two payments and due dates to be given to each shareholder. This bill is sent to the park about two weeks early to give the Treasurer time to do all of the data input, balance to the County total, update the form each year, and print two copies- one for the shareholder and one for their file.

7. Must be computer literate and have bookkeeping skills and knowledge of budgets, general ledger and money handling. Should be skilled at file keeping and record keeping. Must be able to talk to escrow companies, realtors, vendors and inspectors.

8. Makes arrangements for end-of-the-year reports, 1099 forms, sends a digital copy of financial year to CPA and works with them to complete annual IRS and State tax reports. Works with CPA to have annual audit done and makes sure all reports under the requirements of the Davis-Stirling Act are done. Works with the Secretary on all year-end reports. The information gathering on this Act and its effect on the Corporation are listed in the Bylaws and the California Blue Book available in the office.

9. Must be able to back up other Board members in case of absence or illness.

Secretary:

The Secretary is responsible for the overall record-keeping and communication of the Corporation. The Secretary shall:

1. Be familiar with all the computer software the park uses and be able to manage the email account.
2. Take minutes of Board of Directors membership meetings and all Executive Board Meetings. File copies. Give a copy of membership meeting minutes to each board member prior to the meeting. Place copies on the clubhouse bulletin board prior to the meeting.
3. Read the minutes of the last open monthly Board meeting at the next open monthly Board meeting.
4. Give notice as required by the Bylaws of membership meetings and Board Meetings. Notify all Board members to attend special or regular meetings in the clubhouse to prepare agendas and discuss park management issues.
5. Attend all meetings of the Board.
6. Work with the Office Manager to write letters as instructed by the Board and file a copy in the proper file. Obtain Directors' signatures when required. Mail or hand deliver letters as directed. Must have approval of the Board and according to the Corporation Attorney's direction on all legal letters. Must be aware of all time frames regarding letters of violation, election, budget matters and annual reporting under State, Federal and Mobile Home Law.
7. Keep the Corporate Seal secure in the safe.
8. Work with the Treasurer and Office Manager to complete required documents filled out for Share changes due to death, sale, transfer and requested title change. Send all required paperwork to the County. There are five different types of share changes or notices with a different form for each. The membership book changes must be recorded with dates, old and new certificate numbers, exact names of owners and other pertinent changes. The certificates are numbered and must be accounted for in the certificate book. Cancelled certificates must be recorded as well as new ones. The certificate book must be accurately maintained and the membership log must be maintained. Membership/certificate books/logs are kept in the office fireproof safe.

When required, communicate with the SLO County Assessor's Office Real Property Appraiser to ensure new appraisals for taxes due to a change in certificate ownership are done properly. Timing and accuracy are essential so as not to cost a shareholder too much money.

9. Prepare any reports necessary to conform to State, Federal or Mobile Home Residency Law.
10. Work with Treasurer and Office Manager to learn financial postings in the computer and log book records. Acts as back-up to the Treasurer when the Treasurer is unable to perform his/her duties. The Secretary should have the same skills as the Treasurer.
11. Work with the Treasurer and Office Manager to complete the annual budget and all other annual reports to be delivered to the members by law meeting the legal timeframe.
12. Work with Realtors when necessary to answer questions for new or prospective buyers. Be sure to know the R&R's and Bylaws.
13. Work with the Treasurer to monitor park liability insurance and Board of Directors' liability insurance every year to be sure policies are correct and renewed. Contact vendor if policy is cancelled or not received on time.
14. Work with Office Manager to prepare and distribute the Annual Disclosures along with the Treasurer who prepares the Annual Budget.
15. Work with the Office Manger to keep copies of R&R's, and Bylaws available at all times for Realtors or prospective buyers. Keep buyer packets available at all times.
16. Answer questions regarding Rules and Regulations and the Bylaws. Must be fully informed of the Davis-Stirling Act and its mandatory legal requirements on the Corporation.
17. Be familiar with the duties of the other Board members to back them up if needed in times of absence from the park.

Director:

The Director is the back-up person for all positions in times of absence or illness. The Director:

1. Needs to be computer literate and have skills in accounting and record keeping so the Treasurer and the Secretary always have back up. These two jobs cannot be delayed for any reason.
2. Attends all meetings and is given special projects under the direction of the Board.
3. Is familiar with the process to issue all new certificates and do all required paperwork regarding membership information and/or changes sent to the County. Must be able to maintain all records required to be kept by the Secretary and know how to contact the liaison person in the County Assessor's Office to make sure new appraisals for new taxes are only done when appropriate. There should always be two or three people who know everything about certificate changes as timing and accuracy are important so as not to cost the member money.
4. Helps to create the agendas for Board meetings during the month and notifies Board of day and time of meetings. Calls special meetings when necessary.
5. Helps with the year-end reports, creating the share of tax bills, and amortization reports for members still paying on shares.
6. Responsible for member notification on all mandatory related issues such as elections, amendments to Rules and Regulations, Bylaws, budgets, member violations, and penalties, etc. We have many timelines involved before actions can be taken or if the timelines are missed no action can be taken. Example: an increase in monthly HOA fees.
7. Monitors all guest sign-in sheets and posts them to the monthly spreadsheet to keep the year's calculation current. Works with the Park Manager on questions about guests or missing guest sheets.
8. Updates Strategic Plan for Operations Meetings.