

# The Birches West News

The Official Newsletter of the Birches West POA

Special Edition 2008

Volume 11 Issue 4

## ***Important Special Announcement***

In accordance with the new by-law changes approved by all members present at the November 2005 special meeting, any member interested in an available position on the Board, must adhere to the following:

**SECTION 2.** NOMINATIONS. Members in good standing of the Association may be nominated for election to the Board in one of the following ways:

A. In the event an Association member seeks election or re-election as an Officer, he/she shall signify his/her intention to seek election or re-election through the submission of a short written biography describing his/her qualifications for office and his/her ideas for the community. Such biography shall be submitted to the Board prior to the annual meeting at which elections of officers are to be held, the deadline for such submissions to be determined by the Board. Biographies shall be distributed to all association members no less than thirty (30) days prior to the annual meeting at which elections of officers are to be held.

B. Nominations shall not be accepted at the time of the annual meeting at which elections of officers are to be held for any officer position unless there has not been anyone willing to seek election up until the time of elections.

C. All members in good standing seeking election or re-election shall be subject to a criminal background investigation and provide proof of such indicating no criminal record. Additionally, such member shall be subject to an abuse of children background investigation and provide proof of such indicating no criminal record. Such proof of investigations shall be submitted to the Board prior to the time of elections, except where a nomination is accepted from the floor in accordance with (B) above. In such case proof of criminal background and abuse of children investigations shall be presented within one calendar month after the date of said election. Investigations indicating criminal records shall disqualify a member from holding office. The Association shall reimburse the costs of such investigations only if the investigation reveals no criminal record.

**ELECTIONS.** All votes for elections to the Board shall be made on a written ballot which shall describe the vacancy to be filled and the names of those can-

didates seeking the particular office. Each member present and entitled to vote shall receive one ballot for each property entitling him to vote. Voting rights are not cumulative and members may only cast one vote for any particular candidate. The names receiving the largest number of votes shall be elected. If there is only one nominee for a particular office, balloting shall not be required and the Secretary shall be directed to cast one vote for the sole nominee. Election of officers shall take place at the annual meeting.

The following positions along with a brief job description are up for election at the General Membership Meeting of 2009:

## **PRESIDENT**

Duties include:

Act in the best interest of the members of the Association.

See that the by-laws of the Association are upheld.

Assist other Board members in executing their duties.

Sign contracts on behalf of the community.

Oversee the Recreation area for safety, security and work performance of employees.

Handle any phone messages and/or correspondence deemed necessary by the Business Manager.

Have the ability to communicate in a professional, compassionate manner with all members of the community.

Assist and be a part of all functions of the community.

Hold monthly Board of Directors meeting in his/her residence, or other acceptable area agreed upon by the Board, and officiate at the General Membership meeting as scheduled by the Association by-laws.

## **TREASURER**

Duties include:

Prepare and present proposed budget to Board of Directors at February board meeting. Revise same and prepare for newsletter/General meeting held in April.

Recommend to board/general meeting amount of dues required to support budget.

Prepare monthly reports for board meetings.

Track depreciation fund based on association guidelines.

Keep up to date information on outstanding dues issues/collections through the Business Manager, while maintaining confidentiality regarding same.

Maintain account balances by category for budget comparison reporting.

Monitor/report on expenditures as compared to approved budget.

Keep multiple accounts balanced/ insuring proper receipts and documentation is maintained for funds dispersed.

Provide records/information/answers to audit committees.

Maintain bank accounts for association.

- Prepare/maintain payroll checks/records including W-4 statements.
- Prepare W2 statements at end of year.
- Prepare/file quarterly tax statements to local, state and federal agencies.
- Prepare/file annual tax statements.
- Monitor/discuss budgetary issues with board members– especially as pertaining to their areas of responsibility.
- Provide financial information as needed for all association activities.
- Provide input/assistance with board decisions.

## **SECRETARY**

### Duties include:

- Attend and record minutes at all monthly board of director’s meetings.
- Read previous minutes and record minutes at all General Membership meetings.
- Certify any Birches West official documents.
- Handle correspondence with the insurance companies.
- Assist board members and/or business manager when needed.
- Help coordinate association activities.

**IF YOU ARE INTERESTED IN RUNNING FOR ANY AVAILABLE POSITION, PLEASE CALL 629-3320 TO MAKE ARRANGEMENTS TO RECEIVE ALL NECESSARY FORMS. ALL FORMS MUST BE SUBMITTED NO LATER THAN FEBRUARY 15, 2009.**

***WOULD YOU LIKE TO READ YOUR NEWSLETTER ON-LINE?***

If anyone is interested in receiving their newsletter via email, please email us at: [busmgr@thebircheswest.com](mailto:busmgr@thebircheswest.com), and we will no longer mail your newsletter to you. (Of course you will still receive your annual dues notice via mail). Additionally, the newsletter can be viewed anytime at our website at: [www.thebircheswest.com](http://www.thebircheswest.com).

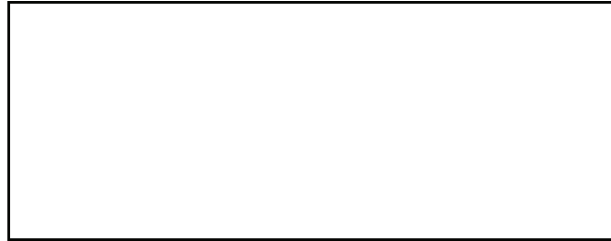
***ASSOCIATION INTRODUCES “ONE-CALL SYSTEM”***

As many of you are aware, we have instituted a one-call system (similar to what the school system uses) for important Birches West messages. We will try to keep them to a minimum for items such as reminding all of the General Meeting, Association picnic or emergencies. So, if you see the Birches West on your caller I.D., please don’t panic and call us! Just listen to the recorded message!



# *The Birches West News*

73 Jennifer Lane  
Effort, PA 18330



inside...

**SPECIAL ANNOUNCEMENT!!!  
IMPORTANT!**