

LAKE WALLKILL COMMUNITY, INC.

5 Lakeside Drive, Sussex, NJ 07461
973-875-5620

TRUSTEES

1. Board of Trustees shall elect Chairman and Vice Chairman.
2. Chairman of the Board of Trustees shall appoint Chairman of Nominating Committee each year to:
 - Oversee election of District Representatives
 - Provide Management Committee with nomination to fill vacancies for Officer or Trustee
 - Obtain approval of each member of the Management Committee (except District Representatives) that they accept responsibility to continue in office for next year.
 - Select 5 members to form committee to manage these election results and any other voting process requested by the Management Committee. The 5 members should not be from the Management Committee, but from members in good standing.
3. Duties of Trustees:
 - Responsibility to provide guidance relating to reasons for past policy and assist in formulating future policy for ultimate vote of Management Committee.
 - Serve as the contact point on all legal and real estate matters.
4. Chairman of Trustees
 - Receives report from CPA on financial records for each year, and makes report at annual meeting.

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PRESIDENT

- Shall preside over all official meetings of the Management Committee. In his absence at such meetings shall designate his/her replacement for that meeting.
- Be responsible for the administration and direction of all Community affairs subject to the By-Laws and such policies adopted by the Management Committee.
- Shall be one of the signatories required on all contracts in accordance with By-Laws.
- Shall assign responsibilities for officers in accordance with the By-Laws (article IV, section 7).

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JOB DESCRIPTION - V.P. TREASURER

1. Oversees and interfaces with Lake Wallkill Financial/Officer Staff related to all financial matters.
2. Signs all checks after reviewing reasonableness of all related bills.
3. Interfaces with banks in CD, checking account and other financial matters.
4. Prepares annual budget after compiling necessary historical financial data from monthly reports, other board member inputs relative to their areas of responsibility and pertinent income and expense documents.
5. Submits proposed budgets to Lake Wallkill Management Committee for review, discussion, changes and ultimate approval.
6. Formalizes approved budget and advises all contributors of the details relative to their individual account responsibilities and approved amounts.
7. Advised Finance and Office personnel of the approved budget details and the new year chart of accounts.
8. Revises the current year List of Fees to reflect the approved new budget.
9. Provides President with coming year List of Fees for mailing with the new year dues bills.
10. Oversees the preparation of all dues and/or assessment billings per the Management Committee approved budget/directives.
11. Oversees the updating of property listings and delinquency lists.
12. Oversees office staff implementation of approved payment plans relative to dues/assessment/late fee, etc.
13. Compiles data from Lake Manager relative to Kelly Law reimbursement.
14. Prepares the annual Kelly Law proposal to Vernon. Submits, discusses and changes, if necessary, the proposal. Finalizes proposal and submits to President for his formal transmission to Vernon.
15. Interfaces with Lake Organizations relative to their funds available, support for expenses incurred and signing of payment checks.
16. Advises the Board and Trustee members on financial matters within Treasurer's control.
17. Maintains Lake Wallkill Income, Expense, Financial Report, CPA Annual Reports, Bank Receipts, copies of Issues/Voided checks, etc. in Lake Wallkill office.
18. interfaces with Lake Wallkill Independent CPA relative to annual reviews and reports. However, to insure separation of duties, the reports are to be submitted to the Chairman of the Board of Trustees.
19. Miscellaneous additional tasks requested by officers/trustees.
20. Receives copies of deeds of new owners, insures that complete data base is updated with exact name, initials, etc. as deed shows. This provides the basis for maintaining the number of improved properties and unimproved properties.
21. Respond promptly to inquiries from lawyers regarding status of properties regarding outstanding dues and any other questions. Usually want fax or letter confirming the dues outstanding; other fees dues (Transfer fee), also provide copy of Membership Profile form.
22. Complete cash receipt reconciliation as of July 31 and December 31 of each year. This reconciliation of dues/assessment billing, receipts and delinquency balances as of 12/31/XX is provided to CPA for his financial review. Coordinate with bookkeeper, Michele Smith and Mary Ernst as required.

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JOB DESCRIPTION -V.P. LAKE

1. Point contact with firm providing services and recommendations on the program to maintain the quality of the lake.
2. Monthly visit to tax assessor office to obtain copies of deeds for new property owners to update our membership database. These deeds are to be given to Mary Ernst.
3. Periodically review Lake Wallkill Community property for taxes. Make recommendations for disposition of properties when appropriate.

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VP OPERATIONS

- Oversee the duties of the Lake Manager. Paying particular attention to the following areas requiring administrative attention:
 - Membership privileges suspended. Insure no garbage collection, no potable water, no use of facilities.
 - Potable water - maintain updated information on those properties on the Community water system. Also verify that anyone with a private well has no Community water hook-up. New data to be provided for computer update.
 - Septic pumping / septic upgrade - provide date to update those who had system upgraded or pumped so that database is current.
 - Potable water inspections and lake water tests and report at Management Committee meeting. Post to bulletin board.
 - Consult with Bill Horton our potable water purveyor.
 - This information must be continually reviewed with the Manager so he is the eyes of the Community and can provide input for updates.
 - Provide recommendations to Management Committee of needs to properly complete job. This should include long term requests also so that planning can be done to provide financial support.
 - Review day to day operations of Manager.

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JOB DESCRIPTION - V.P. SECURITY

1. Shall provide plan as to the solution to the Community's security to Management Committee.
2. Coordinate volunteers or paid security as required.
3. Interface with Vernon Police as required.
4. Provide direction to Badge Checker.

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V.P. INSURANCE / SAFETY

Primary Responsibilities:

Insurance Sports Club

Lifeguards

Insurance

1. Responsible for ensuring lake policies with Country Insurance are kept up to date and payments are made timely.
2. Serve as a liaison for correspondence between Country Insurance and the lake community.
3. Check on occasion for new insurance quotes.

Sports Club

1. Responsible for interviewing and hiring Sports Club Director for the summer season. The director runs a daily morning program for children between the ages of 6 and 12. Activities include softball, soccer, basketball, tennis and volleyball. He/She also runs the junior Olympics and a card party, which benefits the Sports Club.
2. Ensure equipment is ordered and available before the summer program begins.
3. Order trophies for Sports Awards.
4. Meet with the Sports Director periodically throughout the summer to ensure the program is being run correctly.

Lifeguards

1. Responsible for interviewing and hiring lifeguards for the summer season. Ensure copies of all certifications are on file. Meet with the lifeguards day 1 to provide job description and expectations for the summer. The lifeguards run daily swim lessons for children, ensure there are no coolers/eating in the beach area and that all members are wearing their badges.
2. Appoint Headguard. Set budget for cost for the summer season.
3. Periodically run training sessions to test lifeguards' readiness.
4. Make up schedule for season and ensure beach and tower areas are properly staffed throughout the summer.

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SECRETARY

1. Attend all meetings and take minutes of meetings. Insure quorum exists (13 voting members).
2. Distribute copies of minutes to all members of the Management Committee no later than 30 days after meeting.
3. Distribute copies of minutes to members in good standing as requested.
4. Send notice of upcoming meetings to all members of Management Committee as required by By-Laws (14 days notice).
5. Maintain records as required.
6. Keep Lake Wallkill seal for legal use as required.
7. Sign and seal all documents as required by By-Laws.
8. Insure copies of minutes of meetings. Budget, Treasurer's report and schedule of Fee Structure are posted in the secured bulletin boards.
9. Update as required, the new owner package distributed by the Welcoming Committee. Current year budget, current year schedule of fee structure and listing of Management Committee members with address and phone numbers.

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JOB DESCRIPTION -V.P. COMMUNITY RELATIONS

1. Shall act as Management Committee interface with all organizations of the Community (ie: Women's Committee, etc.).
2. Shall act as an advisor to the District Representatives. These duties shall include introductions of new District Representatives to the process of Management Committee. Provide instruction on obtaining information from members within the respective districts.
3. Coordinate and oversee duties assigned to District Representatives by Management Committee (ie: Status of non-signed Declaration of Covenants). Follow up to insure action is being taken by District Representatives and provide results to VP Community Relations.
4. Provide information on delinquent members in their districts including those where membership privileges have been suspended.
5. Shall be responsible to coordinate with all groups the receipt of permission slips for all activities (Swim Team, Jazzbelles, Jokers, Acquacade, Sports Club and any other activities as may be organized in the future). Insure with the head of each group that permission slips have been received for each participant. It will also include responsibility for you to cross reference delinquency list to insure participants do not belong to families whose membership privileges have been suspended. If this occurs, call on parents advising that child will not be permitted to participate in the activities until payment is received.
6. Oversee operations of Club Store and advertise for new people to run the store in the Newsletter.
7. Consider periodic meetings with District Representatives and members of that district as required.

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MARY ERNST

1. Pick up mail and distribute to proper people.
2. January - June: Order badges, car stickers.
Help with annual President's letter and mailing dues bills.
Receive dues payments and miscellaneous receipts.
Record same and deposit in bank.
Fill out deposit report- record dues, car stickers, badges, membership fees and any other receipts deposited in bank. Give to Kerry and Phil. Make out badges and car stickers as requested with dues payments. Keep records up to date with dues payments and delinquencies. Keep special listing of partial dues payments. Keep record of address changes and new members. Give out membership data forms and process information when returned. Type letters and reports when requested. Order supplies when necessary - stamps, stationery, etc.
Respond to information requested on prospective sales as to membership status. Make distribution of deeds for new owners to Welcoming Committee, Michele Smith, Treasurer, Covenant file.
3. July - August:
 - Office hours - 4 hours daily.
 - Give out badges, car stickers, collect renter's fees and give out renter's badges.
 - Receive monies from Women's Committee, Swim Team, Teen Canteen, and any other income and deposit in bank. Make report out, give to Kerry & Phil,
 - Done on a daily or near daily basis:
 1. Take requests for disbursements.
 2. Help ladies in charge of different events with collection of monies necessary for events.
 3. Continue to keep updated records of dues payments, delinquency list, membership changes, address changes, and any other matters that may come up.
4. Send out delinquency letters when necessary.
5. Send out Ladies of the Lake calendar & letter when ready.
6. Send out Lake newsletter when ready.
7. September-December: Continue to keep records up to date. Make deposits when necessary.
Set up records for 1st payment made on 3 payment plans. Type letters and reports when requested. Taking care of membership applications.
Supplying information requested on dues status on prospective sales.
Make distribution of deeds (new owners) received from V.P. Lake to Welcoming Committee, Michele Smith, Treasurer and Covenant file if signed, and to V.P. Community Relations if not signed.

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LAKE MANAGER

Basic Functions:

1. Direct the overall operations of the Community.
2. Oversee the office operations.
3. Supervise any employees required for maintenance purposes and the hiring of same.
4. Supervise the lifeguards and badge checker.
5. Bring to the attention of the officers any capital improvement programs required for the betterment of the community.
6. Carry out all policies affecting community operations as directed by the officers.

Scope:

The manager serves as the representative of the officers. His primary function is to carry out policy decisions provided by the officers. A good portion of his duties lies in the field of public relations as he is the main interface between the community members, district representatives and the officers.

The manager must be mechanically inclined and able to provide for the overall maintenance of all community properties and equipment.

The manager shall provide input to the annual budget, which shall be prepared by the officers. The manager's input shall be in the form of recommendations as to maintenance operations and for capital improvement items. Once the budget is approved, it shall be the manager's responsibility to stay within this budget and report to the officers any inconsistencies.

The manager shall attend meetings of the officers when called upon by the President. At these meetings the manager will provide the officers all data from his daily work operations. The manager shall also prepare a monthly report to the officers and trustees.

Work Performed:

The basic work week for the manager is Monday to Friday, 8:00 am to 4:30 pm with a half hour lunch.

He must be available on an as needed basis at all other times for emergency purposes and for snow removal during off hours. He shall receive compensation time for working off hours.

He shall receive two weeks vacation preferable in the month of November or as approved.

He shall have the following designated holidays: New Years Day, Presidents Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas Day.

His Duties Include:

1. Operating and maintenance of the potable water system under the direction of our licensed consultant engineer.
2. Road maintenance.
3. Snow plowing and sanding.
4. Grass cutting and line trimming.
5. Leaf pickup and maintenance of the leaf area.
6. Provide for the maintenance of all community owned vehicles - truck, tractor, mowers, etc.
7. Keep the overall appearance of the community neat and clean.
8. Maintenance of all buildings and properties owned by the lake community.
9. Coordinate with garbage collection those homes not to be collected as part of Lake Walkkill's obligation. It is important that the dialogue with the collector be done weekly, updating driver as necessary.

Monthly Work Schedule

April

1. Spring cleanup which includes the removal of all leaves, branches and any other debris from all lawn areas, recreation areas, beach areas and all road drainage ditches.
2. Clean out Indian Hill reservoir and paint as required.
3. Start hooking up potable water system around the middle of the month. (Potable water system must be on by May 1st).
4. Make sure the Lake water consultant is in checking the lake condition and file reports when they are completed. Start recording Seeche readings, water temperature and weather conditions on a daily basis until Labor Day weekend.
5. Patch road potholes as required.
6. Determine which roads need to be repaired and start getting contractors to bid on repairs.

May

1. Start chlorinators going and call Bill Horton (potable water system engineer)
2. Start taking chlorinator readings daily, continue until shut down of system in Oct.
3. Continue spring cleanup including Glen and Lake entrance.
4. Make sure potable water consultant has started to do required checks of the water system.
5. Daily chore of picking up trash along roads, lake lawns, beach and boardwalk areas.
6. Put beach floats out along with raft and diving boards.
7. Get the clubhouse store cleaned, painted and ready for whoever is running it.

June -July - August

1. **Mow** and line trim all lake lawn areas on Friday of each week, except is rain is forecast, then it should be done on the Thursday of that week.
2. Do repair work as required.
3. Set up and clean up for Regatta weekend.

September

1. Bring in all beach and swimming equipment.
2. Get permit to lower the lake (only if we are going to lower the lake).
3. Lower lake at spillway.

October- November

1. Start disconnecting water system by middle of October.
2. Fall cleanup will include the removal of all leaves, branches and debris from all lawn areas, playground areas, beach area and all road drainage ditches.
3. Clean and put away lawn mower equipment.
4. Check to see if all snow removal equipment is in working condition.
5. Order (Baldwin) salt and sand mix for delivery.

December - January - February - March

1. Plow and sand all lake roads, parking lots, mail box area and office area as required to provide safe driving conditions, at all times of the day and night.
2. Do a security check of members' homes and notify home owners of any problems.
3. Make standard road signs.
4. Rebuild potable water system pressure valves.
5. Make repairs to office, clubhouse including store and garage as needed.