



GUIDELINES OF LAKE CLARKE GARDENS BUILDING REPRESENTATIVES

MEETING DECORUM

- Speakers will be given three minutes to speak.
- Speakers may not raise more than two issues.
- Speakers must be able to explain the steps taken to address their problem.
- Speakers must stay on topic (i.e.-issues concerning their building only).
- Accusing, blaming, or attacking any person or group of people will not be tolerated.

MEETING FORMAT

- Call to order.
- Opening remarks and updates by the Building Representatives Board (BRB)
- Commence with the Agenda
- Individual concerns will be aired via microphone.
- Final time should be committed to general concerns, future agenda ideas and suggestions.

DUTIES OF THE BUILDING REPRESENTATIVES

Basic Duties

- The Building Representative (BR) is the liaison between the unit owner, the Board of Directors (BOD) and Property Manager (PM).
- Therefore, BRs and Alternates (ALTs) must attend BR meetings and BOD meetings.
- There are two ways to become a BR and ALT.
 1. Majority vote of the building's owners
 2. Selection by the Building Representative President (BRP).
- BR and ALT names will be maintained by BRP and a copy given to the BOD and Property Manager for the telephone directory and orientation. The names of the BR and Alt will be posted on each building's bulletin board and laundry rooms.
- The BRs and ALTs will count ballots on election night.

Neighborly Duties

- The BR President will be informed of new owners/renters who will let the concerned BR. You are encouraged to meet them during their orientation session. Their names will also be published in the Newsletter for your information.
- Organize a building activity (not required but a great idea).
- Keep an eye on residents who need assistance, a wellness check, or help in an emergency.

Building Duties

- Check for light, laundry, walkway and elevator issues. Fill out appropriate work orders.
- Report to office when furniture or other articles are left on walkways or common areas.
- Remove any flyers from the building and let the office know when the bulletin board needs updating.

Violation Duties

- Report a suspected illegal occupancy to the office, including illegal/noncompliant pets.
- Report any suspected unauthorized construction to the ARC committee.