

PROPOSED SEPARATION OF DUTIES

LPRI

POA/HOA

*NEW	Nominates and Votes Its Own Board of Directors		Nominates and Votes Its Own POA/HOA Officers
	Retains Current Charter and By-Laws	*NEW	If incorporating POA/HOA, Files Corporate Annual Reports
	Retains Corporate Checking Account 2000 015 747	*NEW	Creates, Amends. Publishes POA/HOA By-Laws, Rules & Regs
	Publishes Annual Financial Reports	*NEW	Oversees Daily Operations of Park and Amenities & Dams
AGENT	Marketing & Sales of Remaining LPRI Properties	P (DISK)	Maintains Up-to-Date Membership Records & Contact Info
	-Survey Lots for Sale	P (FILES)	Mails Annual Statements & Collects Membership Dues
	-Title Search at Closing (Attorney)	P (KEYS)	Assumes Ownership and Financial Responsibility for PO Box 3824
	-Remits Sales Tax at Closing		
	Approves and Funds Large Park Projects	*NEW	Opens and Maintains a POA/HOA Checking Account
	Enters Into Contracts/Agreements for Large Projects	P (FILES)	Maintains Financial Records of Deposits and Divestitures
	Remits Property Tax/Sales Tax to Assayer		Negotiates Rates/Terms for Vendor(s) Services
	Schedules/Remits Dam Inspections		Enters Into Contracts/Agreements for Small Park Projects
		*NEW	Schedules/Remits All Vendor Billing
*NEW	Establish New Corporate PO Box		Provides Board of Directors with Work Orders for Large Projects
		P (DISK)	Communicates With Membership via Quarterly Newsletters
		P (FILES)	Schedules and Promotes Membership Meetings
		P (FILES)	Schedules and Promotes Voting/Business Meetings
*NEW	Maintains Corporate Website	P (FILES)	Schedules and Promotes POA/HOA Officers Meetings
		P (PW)	Manages POA Facebook Page
		P (DISK)	Manages Neighborhood Watch Program
		P (DISK)	Maintains a Record of All Complaints/Incidents
*NEW	Creates/Maintains/Repairs Roads & Easements		
	Erects Street Signs As Needed		
		P (DISK)	Work Day Committees Management:
			-Maintains Signage
FINAL	Negotiates Dissolution and/or Development		-Installs & Maintains Landscape/Hardscape Features
			-Keeps Spring Lake Overflow Clear of Debris

KEY:

- P=Provided:
- (DISK)= On Thumb Drive
- (KEY)= Keys
- (PW)= Password
- *NEW= New Item
- AGENT= Real Estate Broker
- FINAL= Dissolution of Charter