

STONEWOOD TOWERS PROCEDURE NO. 31

Subject: Orientation Program for New Board Members

Background:

New Board members are nominated in the early part of September. These nominees are required to gear up immediately in order to meet the demands of their new position. The demands of their new positions require many important actions be addressed in the first two months of their tenure, including adopting a new budget, electing officers, setting goals and objectives.

Purpose:

To provide an orientation program to acquaint and prepare prospective Board members to successfully carry out and meet their responsibilities and duties.

BOARD ORIENTATION PROGRAM WILL COVER THE FOLLOWING TOPICS:

- A. Duties and Responsibilities of Officers:
  - 1. Review of the Board Policies and Procedures.
  - 2. Review the Condo Documents and House Rules.
  - 3. Review Florida State laws regarding Condo Management.
- B. General review of budget, explaining Operating Budget, Reserves, Income and Expenditures.
- C. Review the Board Committees, membership and purpose.
- D. Necessary action to be taken soon after the election:
  - 1. Appoint Board Officers.
  - 2. Set the Board meeting schedule.
  - 3. Approve annual budget for the new year.
  - 4. Update Board Committees.
  - 5. Set goals and objectives for Board and various committees.  
(ongoing responsibility)

Implementation:

The Condo Manager will implement, under Board's guidance, the Orientation Program. The Manager will be responsible to have each topic covered by knowledgeable facilitators selected from the following groups:

- Exiting and carry-over Board Members.
- Committee Chairpersons.
- Resident with experience and past history.
- Condo Attorney and CPA

FOR THE BOARD OF ADMINISTRATION  
Ed Bonnett