

Board of Directors' Roles/Responsibilities BMHOA and BMCL 2024

BMHOA's bylaws apply and it is stated that the board of directors as a principle makes all decisions jointly. All members of the Board of Directors have a responsibility and shall actively participate in the decision-making process. Each board member is responsible for his or her area and must ensure that preparation takes place before each board meeting. Contacts are made between members to ensure that the proposals presented have broad support before the Board meeting.

A well-functioning Board of Directors is active and committed. It listens to the members it represents and works to fulfill the association's common goals.

Prior to the end of the year, the document is submitted to the next year's Board as a basis for the inaugural Board meeting, where the document is updated and responsibilities are distributed within the Board.

The Board of Directors elected for the year 2024 has the following roles/areas of responsibility.

Chairman: Lena Åhman

- Lead and distribute the work of the Board of Directors
- Preparing for the Annual General Meeting
- Updating the rules
- Contractual issues
- Negotiation with external parties together with other board members
- Assist those responsible for personnel, security, finance, maintenance, infrastructure and communication
- Follow-up of the association's and BMCL's finances and budget
- External contacts with other board members
- The Board's administrator of building permit issues
- Monitor ownership and agreements entered into between homeowners and BMCL as well as owners of BMCL

Repairs and maintenance: Lena Åhman

- Develop a rolling three-year maintenance plan
- The maintenance plan is updated annually, with order of priority, finances and executors
- Monthly report on ongoing and completed maintenance work

- Monthly report financial results in connection with completed maintenance work
- In cases where external suppliers are hired for maintenance work, more quotations must be obtained and reviewed by the maintenance manager and the board

Secretary: Mia Lind

- Responsible for the annual information meeting in January where the previous year's board is thanked and a new one is presented
- Be responsible for ensuring that minutes from board meetings are shared with the association's members
- Send out newsletters to the association's members
- If necessary, conduct surveys and polls
- Be responsible for keeping the association's address lists up to date
- Responsible for the content and structure of document management
- Work to ensure that the needs, views and wishes of the association's members are listened to and communicated at board meetings
- Invite your association's members to Teams meetings

Finance/Treasurer: Janet Bolinder

- Report income statement and balance sheet against budget monthly
- Follow up accounts receivable and accounts payable on a monthly basis
- Ensure that the authorization procedure is followed
- Be responsible for bank accounts and approval of payments
- Holds subscription rights for a bank account
- Check and ensure that the accounting firm complies with and records in accordance with generally accepted accounting principles
- Ensure that investments are depreciated in accordance with generally accepted accounting principles
- Annually review all fixed assets and retire assets where required
- At the BMHOA's annual vote in November/December,
 - Income statement and balance sheet
 - Draft budget for 2024
- Responsible for completing the financial statements for the year 2023 by the end of March
- Report the adopted result no later than 31 May before voting on discharge from liability for the Board of Directors

- Streamline routines and handling of invoices to homeowners
- Annually report income and expenses for all additional services offered
- Annually evaluate all supplier contracts and renegotiate agreements where required together with the Chairman

Personal: Suzanne Lundström

- Personnel administrative responsible
- Ensure that terms of employment and the staff's individual employment contracts are drafted in accordance with applicable legislation
- Supervisors and Customer Service Agent's contact person in all personnel related matters such as salaries, working hours, holiday planning, holidays, work clothes, overtime pay, etc.
- Evaluate training efforts
- Conduct performance appraisals once a year
- Individual dialogue with staff four times a year
- Follow up that the Supervisor conducts performance appraisals with staff once a year
- Approves Supervisor's travel plans/travel expenses as well as approval of time cards for Supervisor and Customer Service Agent. Random sampling of other staff's timesheets
- Work to ensure that all staff have the right conditions to carry out their work
- Ensure that operations and service measures are planned and that costs are calculated by the Supervisor.
- Provide the opportunity for homeowners to order various services from suppliers and their own staff via the website

Security: Suzanne Lundström

- Develop safety procedures for the area
- Make sure cameras and surveillance work
- Review the operation of electric fencing
- Training of guards in safety and procedures
- Ensure that monitors and computers in the guard box are used correctly
- Review how the guards patrol
- Review the reporting of visitor passage
- Review staffing and the need for training of the guard force

- Review equipment and that staff can handle defibrillators
- Ensure that information and procedures work in the event that ambulance service is required

Green Maintenance Plan (Garden): Suzanne

- Develop a rolling three-year green maintenance plan
- The maintenance plan is updated annually, with order of priority, finances and executors
- Monthly report on ongoing and completed maintenance work
- Monthly report financial results in connection with completed maintenance work
- In cases where external suppliers are hired for maintenance work, more quotations must be obtained and reviewed by the maintenance manager and the board

Alternate member 1: Jörgen Hedlund

Suppleant 2: Ola Andreasson