

**INDEX  
MANUAL OF OPERATIONS**

	<b>Page number</b>
<b>Preface</b>	<b>1</b>
<b>Board of Directors</b>	<b>1-2</b>
<b>Officers</b>	<b>2</b>
<b>President</b>	<b>2-3</b>
<b>Annual Meeting Preparation</b>	<b>3</b>
<b>Assignments for The Annual Meeting</b>	<b>4</b>
<b>Nominating Committee</b>	<b>4</b>
<b>Arrange &amp; Supervise Annual Meeting Packet Preparation</b>	<b>5</b>
<b>Conduct Annual Meeting</b>	<b>5</b>
<b>Vice President</b>	<b>5</b>
<b>Secretary</b>	<b>5-6</b>
<b>Treasurer</b>	<b>6-7</b>
<b>Board Committees</b>	<b>7</b>
<b>Architectural Integrity (AIC)</b>	<b>8</b>
<b>Budget and Finance (B&amp;F)</b>	<b>8</b>
<b>Buildings &amp; Grounds (B&amp;G)</b>	<b>8-9</b>
<b>By-laws</b>	<b>9</b>
<b>Dining Service (Dsc)</b>	<b>9-10</b>
<b>External Liaison Committee</b>	<b>10</b>
<b>Grievance</b>	<b>11</b>
<b>Insurance</b>	<b>11</b>
<b>Internal Communication</b>	<b>11</b>
<b>Legal Concerns</b>	<b>11</b>
<b>Long Range Planning</b>	<b>12</b>
<b>Memorials &amp; Donations</b>	<b>12</b>
<b>Promotions</b>	<b>12-13</b>
<b>Volunteer Committees and Groups</b>	<b>13</b>
<b>Book Review Night</b>	<b>13</b>
<b>Bridge</b>	<b>13</b>
<b>Crafts</b>	<b>13</b>
<b>Exercise</b>	<b>14</b>
<b>Garden</b>	<b>14</b>
<b>Humanities Lectures</b>	<b>14</b>
<b>Library and Archives</b>	<b>14-15</b>
<b>Movie</b>	<b>15</b>
<b>Music</b>	<b>15</b>
<b>Newsletter Committee</b>	<b>15</b>
<b>Saturday Night Forum</b>	<b>15</b>
<b>Science, Technology, And Society (STS) Lectures</b>	<b>15-16</b>
<b>Social Committee</b>	<b>16</b>
<b>Storytelling</b>	<b>16</b>
<b>Woodworkers</b>	<b>16</b>
<b>Expected Standard of Conduct for Board Members</b>	<b>16-17</b>

# **MANUAL OF OPERATIONS**

## **1666 COFFMAN CONDOMINIUM ASSOCIATION**

### **Board of Directors, Officers and Board Members, Committee Chairs, and Representatives**

**Revised January 2002 - December 2015 - February 15, 2018**

#### **PREFACE**

This manual contains descriptions of the areas of responsibility of officers, other board members, committee chairs, and representatives of the Board of Directors of 1666 Coffman Condominium Association.

When specific responsibilities of a position are given in the Declaration and Bylaws of the Association, they have been followed. In many instances, however, responsibilities are not detailed in the Declaration or Bylaws. Therefore, current procedures that are directed by the Board of Directors have been included. An attempt has been made to place responsibility with the logical officers, board member, or committee chair.

Note that numerous items below are performed jointly with the management company.

#### **BOARD OF DIRECTORS**

The Board of Directors has the responsibility to exercise the powers and duties of the Association that include those existing in the common law and statutes, the Minnesota Condominium Act, the Articles of Incorporation 1 and those designated for the Association by the Land Lease, the Declaration, the By-laws, and the Regulations established by the Association.

Specific duties shall include:

1. Elect, annually, officers of the Association.
2. Prepare and mail to members, on or before December 1st of each year, a proposed budget for the fiscal year that begins the following January 1st. The proposed budget will show anticipated income and operating expenses including reasonable reserves.
3. Prepare and mail to members at least 30 days prior to each annual meeting, the following statements:
  - a) Capital expenditures over \$5000 or 2 percent of the current budget, whichever is greater (current year or next two fiscal years).

- b) Status and amount of the reserve or replacement fund and any other fund designated for a specific board project.
  - c) Financial condition of the Association for the past fiscal year.
  - d) Status of any pending suits or judgments to the Association.
  - e) Association insurance coverage.
  - f) Unpaid assessments (identify unit number and amount).
  - g) Business transacted during the year and a general report of the Condominium's financial condition.
4. Determine, establish, and collect assessments against members to pay or provide for common expenses of the condominium.
  5. Use proceeds of assessments in exercising its powers and duties.
  6. Restore improvements after damage except as provided in the Declaration.
  7. Enforce, by legal means, provisions of the Declaration, Articles of Incorporation, Bylaws, the Act, and the Rules and Regulations established by the Board of Directors.
  8. Carry insurance for protection of unit owners and the Association against casualty and liability.
  9. If a management company is employed, delegate to it all powers and duties of the Association except those that require Board approval (contracts shall not exceed one year).
  10. Employ personnel for services required to administrator and maintain common elements (not to exceed two years per contract).
  11. Pay all common expenses of the Condominium.
  12. Contract for services deemed necessary or desirable for the Condominium.
  13. Perform other acts designated by the Declaration, By-laws, or the Act.

## **OFFICERS**

The Officers of the Association are the President, Vice President, Secretary, and Treasurer.

## **PRESIDENT**

### **A. General responsibilities**

1. Shall be the chief executive officer of the Association and shall have all the powers and duties usually invested in the office of the President of a corporation.
2. If present, shall preside at all meetings of the Board of Directors and of members.
3. Shall have general supervision over other officers in the management of business and affairs of the Association.
4. Shall execute all contracts, agreements, and obligations of the Association unless the Board delegates otherwise.

5. Shall notify by delivery to each Board member and posting on the bulletin board the date, place, and agenda for each Board meeting at least five days before the meeting and at least seven days before any other meeting except the annual meeting, which shall be 21 days before the annual or other regularly scheduled meeting.
6. Shall prepare the agenda for the Board, open, and annual meetings.
7. Shall receive all suggestions and complaints and redirect them, if appropriate, to the relevant committee unless the Board designates otherwise.
8. Shall write all letters of appointment to and discharge of Board committees. The letters will stipulate the charge to committees unless the Board instructs otherwise.
9. Shall write letters of instruction, commendation, or criticism that concern the general welfare of the Association unless the Board instructs otherwise.
10. Shall support, as much as schedules allow, events that take place at 1666 Coffman.
11. In consultation with the Board, shall prepare a calendar for the year, marking appropriate mandatory and discretionary dates.
12. Shall arrange for a liaison with the University Grove Homeowners Association, Falcon Heights City Council, and University of Minnesota authorities.
13. If a request comes to the Board for replacement keys, the President, after obtaining board approval, shall write a letter to the resident with a copy to the Coffman office.

## **B. Annual Meeting Preparation**

1. In early **August**, the Budget and Finance Committee begins to meet to prepare the next year's budget.
2. Volunteer committee chairs are asked to submit a budget for the next year at a date determined by the Treasurer, but before the Budget and Finance Committee meets to finalize a budget recommendation.
3. At the **September** Board meeting, the President appoints a nominating committee consisting of outgoing Board members and at least two homeowners suggested by the Board.
4. At the **October** Board meeting, preliminary budget plans are presented for preliminary approval.
5. An informational open meeting on the budget is scheduled the first week in **November**.
6. Budget is acted upon at the **third Tuesday of November** Board meeting, after the open meeting.

7. Residents on or before **December 1st** shall receive the budget statement.
8. Annual reports from volunteer committees shall be delivered to the Vice President during the **first week in January** or earlier.
9. The deadline for sending or delivering annual meeting and election meeting packets shall be 21 days before the annual meeting (about the **middle of January**).
10. The annual meeting and election shall be the **third Tuesday in February**.

## **Assignments for the Annual Meeting**

### **Nominating Committee**

1. The chair of the Nominating Committee (Vice President), will generate a slate of candidates in the order they will be contacted to ask if they are willing to serve. The Chair shall contact candidates for willingness to serve, including naming a particular Board position in which the candidate can expect to be placed by the Board if the candidate is elected.
2. Once all nominees are willing, Vice President will report to the President.
3. Because of the increase in members that are not in residence a full year, two or more residents may share one Director seat during the term of that seat. A statement from the sharing nominees stating the months they will serve.
4. Obtain a 50-word statement of qualifications and platform from each nominee willing to serve.
5. If a manager or managing agent is employed, the Vice President shall perform or delegate to be performed, the following functions:
  - a. Distribute the slate of nominees to residents by the **middle of December**
  - b. Appoint at least four election judges (two from each wing), one of whom is a ballot box keeper, and four registrars (two from each wing).
  - c. Deliver two sets of registration lists (tally sheets) from the 1666 Coffman office to the election registrars. [Residents sign the registration list before receiving the ballots for voting at the annual meeting. Voting strength is based on a unit's area with one ballot per unit; no cumulative voting.]
  - d. Arrange for the preparation of current proxy statement and ballots for use at the annual meeting.

### **Arrange and supervise annual meeting packet preparation**

1. Letter written by the President with date, time, and place of meeting. Voting strength shall be indicated for each person.
2. Agenda for the annual meeting
3. Statement of anticipated expenditures
4. Status of reserve fund
5. Statements of any suits or judgments pending
6. Statement of insurance coverage
7. Statement of details of unpaid assessments
8. Slate of Board nominees and their statements or a description of each candidate
9. Minutes of the previous annual meeting
10. Statement of pertinent by-laws regarding the election and annual meeting
11. Annual reports of volunteer committees
12. Proxy statements added to packets mailed to residents temporarily out of town

### **Conduct annual meeting**

1. The President presides at the annual meeting and determines the order of business shown on the agenda.
2. The outgoing President convenes the new Board until the newly elected Board elects its own officers.
3. In the event new business is to be proposed from a resident that is not on the agenda, the President shall request such items to be submitted in writing prior to the annual meeting.
4. The President announces the results of the election and has them posted on the bulletin board.

### **VICE PRESIDENT**

1. The Vice President serves in the role of President in all necessary functions when the President is absent or, for any reason, is unable to perform ordinary duties.
2. Responsible for liaison with and general coordination of volunteer organizations (committees and other groups).
3. Compile a list of chairs and committee members for all volunteer committees and provide copies to the Board and to the condominium newsletter editor.

### **SECRETARY UPDATED 12-3-15**

1. Shall keep minutes of all proceedings of the Board of Directors and the members.

2. If a manager or managing agent is employed, the secretary shall perform or delegate to be performed, the following functions:
  - a. Shall keep Association records, except those of the Treasurer, and shall perform all other duties incident to the secretary of a corporation and as may be required by the Board or the President.
  - b. Keep a record of all members entitled to vote (kept in the 1666 Coffman office files). If there is more than one residential unit owner, the vote of the unit at the annual or any other meeting shall be cast by the person named on the certificate signed by all owners of that residential unit and filed with the secretary of the Association.
  - c. Shall receive proxies from unit owners and notify designated proxies to cast a ballot for the voting power of that unit.
  - d. Mail absentee ballots to Association members.
  - e. Keep a list of unfinished items for future agenda.
  - f. Submit a copy of the minutes to the 1666 Coffman office. They are entered into the office computer and copies made for distribution and posting on the official bulletin board.
  - g. Send notices of annual meetings to unit owners.
  - h. Shall serve all notices to members and Directors and all other notices required by law.

## **TREASURER**

1. The Treasurer is the chief fiscal officer of the Association.
2. Has custody of all intangible property of the Association including funds, securities, and evidence of indebtedness.
3. Ensures that the Association's books are kept in accordance with good accounting practices and principles and submits them together with all vouchers, receipts, records, and other papers to the Board of Directors for examination and approval when requested.
4. Ensures that all moneys and other valuable effects are deposited in the name of or to the credit of the Association in such depositories as may be designated by the Board of Directors.
5. Disburses the Association's funds as ordered by the Board and performs all other duties incident to the office of the treasurer of a corporation.
6. If a manager or managing agent is employed, the Treasurer oversees control of the fiscal functions.
7. The Treasurer may be one of the officers designated by the Board to execute contracts or other documents authorized by the Board.

8. The Treasurer [and President and other designated officer(s)] can withdraw and sign for or disburse funds from bank accounts only by check unless the Board makes other arrangements.
9. Chairs the Budget and Finance Committee and calls meetings to prepare a budget for each year.
10. Prepares a budget statement for distribution to unit owners by December 1st of each year, usually following an open meeting of unit owners to discuss the budget.
11. Following meetings of the Budget and Finance Committee, recommends to the Board an appropriate assessment per unit (based on area) for the coming year.
12. Prepares financial information needed for the annual meeting packet.
13. Reports monthly to the Board.
14. Chairs the Insurance Committee (if there is one) and calls meetings in the spring to prepare a recommendation to the Board regarding the Association's insurance needs.
15. Provides liaison between the Building and Grounds Committee and the Budget and Finance Committee in the processes of:
  - a. revising the Association's reserve schedule
  - b. formulating annual plans for expenditures from the reserves
  - c. reviewing proposals for major unplanned expenditures during the year from the reserves.
16. Invests capital reserves in US Treasury notes and bills of FDIC insured CDs. They may also be invested in investment grade commercial papers of high quality only with the approval of the Board.
17. Ensures that no more than 20% of the capital reserves are invested in an index fund, such as the S&P 500 (See Board minutes of June 25, 2001).

**BOARD COMMITTEES** revised Dec 2015 by Donna

- Architectural Integrity Committee (AIC)
- Budget and Finance (B&F)
- Buildings and Grounds (B&G)
- Dining Service (DSC)
- External Liaison
- Internal Communication
- Memorials & Donations
- Promotions
- Investment Committee

APPOINTED AS NEEDED:

- Bylaws
- Grievance
- Insurance
- Legal Concerns
- Long Range Planning

**ARCHITECTURAL INTEGRITY (AIC)** revised Dec 2015

1. Oversees the entire condominium to ensure good taste in furnishings, artwork and the aesthetic appeal of public areas.
2. Inventories furnishings and art in all common areas including the guest rooms and hair salon.
3. Periodically stages exhibits in hallway galleries.
4. Accepts contributions of art for public display and uses a budget from the Board to purchase furnishings, artwork, materials, and supplies.

**BUDGET AND FINANCE (B&F)**

1. Chaired by the Treasurer, who selects members to aid in budget preparation. Members are approved by the Board.
2. Assists the Treasurer in evaluating income and expenditures of the Association, preparing annual budgets and budget proposals, and making investment decisions.
3. The Treasurer at the open meeting of residents reports the B&F Committee recommendations third Tuesday in November.
4. Meets monthly or as needed
5. Receives advice from the Investment Committee concerning the 1666 Capital Reserve Funds.

**BUILDINGS AND GROUNDS (B&G)** revisedDec2015

1. The B&G Committee is appointed by and is responsible directly to the Board of Directors.
2. The Board shall elect or re-elect a board member as chair of the B&G.
3. The B&G Committee selects or accepts volunteers subject to approval by the Board.
4. It shall be the policy of the B&G Committee that individual homeowner's suggestions or complaints be presented in written, signed, and dated form to the Coffman office for evaluation, action by the staff or transmittal to the B&G Committee for action. Any request involving structural changes in the condominium is to be forwarded via the Coffman office to the B & G Committee for initial action.
5. In matters of major funding, the B&G Committee, in consultation with

the Budget and Finance Committee regarding funding availability, will review the request with property management, ask them to prepare contract specifications, search for bidders, analyze bids received, and present recommendations and reasons therefore in conference with the B&G Committee. Findings on the proposed project will be immediately forwarded to the Board.

6. Policies governing Building & Grounds Committee
  - a. Meets monthly and as necessary on matters of urgency or emergency.
  - b. Arranges for annual inspection of buildings and grounds conducted jointly by property manager and members of the B&G Committee.
  - c. Notifies the Treasurer of (a) proposed projects emanating from the annual inspection so that proposed projects can be taken into account in the development of the annual budget, and (b) desired item updates in the Reserve Schedule.
  - d. Relates to Association committees as appropriate to projects in progress.

## **BYLAWS**

1. To be activated when necessary at the discretion of the Board.
2. The committee examines the bylaws, and where changes seem appropriate, recommends action by the Board to implement them.
3. The Board Secretary acts as liaison to this committee. The Board appoints members.

## **DINING SERVICE (DSC) revised Dec 2015**

**Membership:** The 1666 Board, at its annual organizational meeting, elects or re-elects a Dining Service Committee Chair (a Board member) for a two-year term. The Chair selects or accepts volunteers to serve on the Committee, subject to Board approval.

**Meetings:** The Committee meets regularly or as frequently as necessary to fulfill its functions.

**Functions:** The Committee supports the dining service and serves the Association by:

1. Promoting the use of the Dining Room through flyers, monthly newsletter articles, "wing" get-togethers, information to new residents.
2. Planning special events
3. Providing centerpieces for Dining Room tables.
4. Serving as liaison with homeowners concerning menus and other arrangements. Promotes use of chef evaluation cards.
5. Providing reservation books.
6. Interpreting equipment requests and purchases as well as repair,

renovation, and remodeling needs, to the Board. Chef provides Chair with necessary information.

7. Approving purchases exceeding \$100. Chef provides Chair with necessary information.
8. Maintaining dining room attendance record.
9. Assisting Chef in assessing "life expectancy" and replacement costs of major equipment.
10. Conducting evaluations of the Dining Service each year and presenting summary reports to the Board and contract negotiators.
11. Providing to the Board and contract negotiators a quarterly "Dining Service Report" covering meals purchased, types of service provided, menu choices, and listed meal prices.
12. Reporting to the Board through the Chair at the monthly Board meeting.

### **EXTERNAL LIAISON COMMITTEE**

The purpose of this committee is to represent 1666 Coffman Condominium Association, on behalf of the Board of Directors and residents, in a variety of contacts external to the condominium.

Activities include:

1. Providing leadership for "Neighbors of The St Paul Campus" organization.
2. Participation in monthly meetings of The Campus/Community Advisory Committee on the St. Paul Campus chaired by a University representative.
3. Attendance at the University Board of Regents meetings and development of appropriate relationships with individual members where appropriate.
4. Maintenance of liaison with St. Paul Campus administrators, Falcon Heights City Council, and University administration regarding land use planning.
5. Staying in touch with our district's state legislators and county and federal officials relevant to matters having impact on 1666, the University and the neighborhood where appropriate.
6. The Board appoints the chair and members.
7. Representative to the University Golf Course
  - a. The Board appoints this representative to the University's Golf Course Advisory Committee.
  - b. Keeps abreast of the University's plans and developments regarding the golf course and driving range.
  - c. Presents Coffman residents' views to the University relative to the golf course and driving range.
  - d. Reports directly to the Board.

## **GRIEVANCE**

To be activated when necessary at the discretion of the Board. Convened as required and establishes its procedures.

## **INSURANCE** revised Dec2015

1. Chaired by the Treasurer, who selects two other members to aid in monitoring the Association's insurance policy in cooperation with the management company. The Board approves members.
2. Keeps informed regarding changes in state laws and insurance company regulations and procedures that might affect the kind and extent of insurance appropriate to the Association.
3. When the committee believes it is warranted, it solicits bids from one or more alternative insurers and makes recommendations to the Board regarding which policy to select among the bids submitted.

## **INTERNAL COMMUNICATION** revised Dec 2015

### Information Subcommittee

1. Arranges quarterly corridor meetings (1st, 2nd, and 3rd floors, East and West), where residents can bring up individual concerns and reinforce what is going well with life at 1666. It is to be a positive community-building experience by getting to know corridor residents better and fostering a caring atmosphere. The committee brings to the attention of the Board any problems and suggestions for resolving them.
2. Articulates resident expectations of and obligations toward community life at 1666 Coffman and periodically reviews and suggests revisions of the Board.
3. Each corridor selects its chair who submits a summary of each meeting to the Board liaison.

## **LEGAL CONCERNS**

1. To be activated when necessary at the discretion of the Board.
2. Develops guidelines for decision-making when legal counsel is being considered.
3. Selects an attorney as deemed necessary and arrives at a basis for determining the fee (e.g., hourly rate, hourly rate with upper limit, flat fee, etc.) and agrees on a billing process.
4. Carries on financial negotiations as indicated through the period of time that the attorney is involved in the service contracted.
5. Reports directly to the Board.

## **LONG RANGE PLANNING**

To be activated when necessary at the discretion of the Board.

1. Consists of at least six members who are recommended to and approved by the Board. A designated Board member serves as liaison.
2. Meeting times are at the Committee's discretion.
3. Creates and occasionally refines a statement defining the nature of what 1666 is and is not. Such a statement informs realtors and prospective buyers about the nature of 1666.
4. Evaluates how Association activities are meeting their objectives.
5. Brainstorms what the future of 1666 Coffman could possibly be, generates new avenues without constraint of, or expectations of, immediate implementation.
6. Monitors the preservation of institutional memory.

## **MEMORIALS & DONATIONS** revisedDec2015

1. Accepts funds given in memory of a resident or someone selected by a resident to be used in ways appropriate to the condominium and sensitive to the request of the donor.
2. Accepts funds given for donation for a designated expenditure.
3. Funds collected will be held by the Association in an identifiable account
4. Meets to determine expenditures for an appropriate need.
5. The chair shall be a member of the Board who selects or accepts volunteers for committee membership with Board approval.
6. The chair reports activity periodically to the Board.

## **PROMOTIONS**

1. The chair is appointed by the Board.
2. The purpose of this committee is to increase the visibility of 1666 Coffman Condominium for marketing to University of Minnesota eligible faculty and staff.
3. Replies to all personal, phone, or mail contacts by interested persons.
4. Sends welcoming letters to new residents and orients them in whatever ways seem helpful.
5. Makes periodic promotional mailings of brochures, units-for-sale lists, newsletters, menus, or other appropriate material.
6. Maintains contact with U of M pre-retirement seminars for faculty and staff.
7. Organizes open houses and building tours as necessary and maintains a cadre of resident volunteers to act as building tour guides.
8. Oversees updating of mailing list of interested persons that is maintained in the Coffman office.
9. Maintains a supply of brochures/return cards in the bulletin board pocket

and places them out for special events.

10. If a manager or managing agent is employed, the Promotion chair shall perform or delegate to be performed, the following functions:
  - a. maintains and updates yearly on computer disc the Coffman sales history.
  - b. Posts the units-for-sale list on the bulletin board.

## **VOLUNTEER COMMITTEES AND GROUPS**

- Volunteer committees are established "de nova" by residents who are interested in certain activities. They are coordinated through the office of the Vice President of the Board. Each committee elects a chair and selects or accepts volunteers. The committee sets its own meeting times.
- Each chair writes an annual report in January and submits it to the Vice President
- If the committee wants or needs a budget, the request is sent (in August) to the Vice President who then forwards it with a recommendation to the Treasurer. If a committee has secured funding from the Board, the committee chair submits a financial report to the Treasurer in November.
- When committees overlap, chairs need to work together.

## **BOOK REVIEW NIGHT** revised Dec 2015

Takes place on the third Wednesday of every month at 7:30 p.m. A book is reviewed, usually by a resident. After the review, questions and comments are welcome from the audience, and other books may be recommended for the future.

## **BRIDGE** revised Dec 2015

The group establishes a regular meeting place and time, usually the second and fourth Wednesdays of the month in the social room. Bridge players elect their own chair and announce their own rules for meeting.

## **CRAFTS** revised Dec 2015

1. The purpose of the craft group is to encourage residents to share their interests in crafts, to plan and sponsor a variety of activities, and to conduct the annual craft fair in a context of sociability. It is open to all residents.
2. Activities can include knitting, paper crafts, calligraphy, watercolor painting, glass craft, and other projects as planned and offered by the group.
3. Products of class activity may be sold at craft sales in the condominium.
4. Meets at times and places selected by members, usually Wednesdays at 1:30 pm in the craft room, Room 309. Members elect a chair and treasurer; otherwise, project leaders take turns leading sessions.

### **EXERCISE** revised Dec 2015

1. Oversees the purchase and maintenance of equipment in the exercise room.
2. The chair arranges for demonstrations on the proper use of equipment.
3. Equipment is funded entirely by donations from 1666 Coffman residents.
4. Repairs are paid through the Association with yearly budgeted dollars.

### **GARDEN** revised Dec 2015

The purposes of this committee are to:

1. Care for and maintain garden room plants and front hall planters.
2. Decorate the building in December for the holidays.
3. Develop and maintain the Watson Wild Flower Garden.
4. Maintain plantings in the large flowerpots on the north and south terraces in spring, summer, and fall.
5. Design, plant, and maintain the entrance gate area at 1666 Coffman spring through the fall.
6. Assign private garden plots to interested residents.
7. Maintain the herb garden in the garden area with donations for the purchase of herbs from interested gardeners.
8. Make suggestions to B&G Committee for long range plans for grounds landscaping.
9. Meets and elects a chairperson with members assuming various garden related responsibilities.
10. Selects a member to be a liaison with the B&G Committee.

### **HUMANITIES LECTURES** revised Dec 2015

The goal of the Humanities Lectures is to bring to our residents each month topics of broad cultural interest: Art, Music, Philosophy, History, Poetry, Dance, Drama, Literature, Religion, Cuisine, Architecture, Language, Politics, Geography, Social Science - all aspects of culture. Speakers are from a broad spectrum of experts from within and without the residence.

1. The committee arranges scheduling of lectures.
2. Elects its own members and designates a convener.

### **LIBRARY AND ARCHIVES** revised Dec 2015

1. Manages the 1666 Coffman library.
2. Adds to the library's collection through gifts and purchases.
3. Devises, and revises as necessary, a shelving system based on genre, subject and format.
4. Assures that books and other materials are shelved accurately and neatly.
5. Collects circulation statistics in order to understand residents' reading preferences.

6. Maintains the vitality of the collection by withdrawing infrequently used and/or worn materials.
7. Promotes reading and library use through bulletin board displays, newsletter items, e-News posts, a website presence and special events.
8. Maintains a limited collection of 1666 Coffman archival material.

#### **MOVIE** revised Dec 2015

The movie committee selects a wide variety of films that are shown on Sunday evenings on the large screen TV in the Social Room.

#### **MUSIC** revised Dec 2015

1. Seeks musicians and schedules concerts that are held in the social room about once a month.
2. Maintains and keeps the concert piano in tune. Elects a chair, secretary, and treasurer.
3. Membership is open to any interested resident.

#### **NEWSLETTER COMMITTEE** revised Dec 2015

The newsletter reports activities of homeowners, volunteer committees and other groups, communicates Board actions, and promotes the exchange of ideas. The committee keeps up-to-date in the library a collection of past newsletters and the biographical "Profiles" of residents, which have appeared in the newsletter.

#### **SATURDAY NIGHT FORUM** revised Dec 2015

Saturday Night Forum arranges for after-dinner forums monthly October through May, the first Saturday of each month. Speakers are sought who can address issues or policies of public concern.

#### **SCIENCE, TECHNOLOGY, AND SOCIETY (STS) LECTURES 2015**

The STS committee sponsors 11 lectures each year with a focus on topics related to science and technology and their impact on society. Speakers receive no remuneration but they and a guest are invited to join committee members for dinner in the Garden Terrace Restaurant before the lecture. The costs of the guests' dinners are paid using budgeted association funds.

#### **SOCIAL COMMITTEE** revised Dec 2015

Plans and promotes social activities throughout the year.

1. 4 potluck dinners
2. Saturday coffee hours
3. An ice cream social

4. A December holiday party
  5. A summer cocktail/coketail party
  6. A reception to recognize Coffman Board members (every 2 years)
- Membership is open to interested residents. This committee appoints a chairperson, treasurer and secretary.

## **STORYTELLING**

The group's purpose is to relate topics that reflect life experiences. Meets each month except summer and December. An elected chair arranges meeting times and places.

## **WOODWORKERS**

The basement woodshop facility is maintained for residents, to be use with respect and with caution.

- With respect: for the rules posted in the shop, for proper use of each tool (a wood chisel is not a screwdriver), for using the sign out sheet if tools are borrowed, and for replacing tools where they were found, for dusting when finished, good housecleaning.
- With caution: for working safely, especially with power tools, for asking before you get hurt, for concentrating on your work, avoiding distractions (by visitors or family).

## **Expected Standard of Conduct for Community Association Board Members In Minnesota**

The purpose of this letter is to acquaint you with the standard of conduct that is expected of community association board members in Minnesota.

The law imposes certain legal obligations on all board members. Failure to fulfill these obligations could lead to a lawsuit against the association, the board, and even you personally. Chief among these obligations is what's called a "fiduciary duty" to the association. This means that you must perform your duties as a board member in good faith and with the degree of care that an ordinarily prudent person would use under similar circumstances, being at all times loyal to the association's its best interests.

But, in practice, it gets a little more complicated than that. While it's impossible to review every possible situation you might face, here are some basic guidelines to follow. As a board member, you must:

- Act in the association's best interests at all times. Your decisions must be based on what's best for the association as a whole. Making decisions or taking actions that put the interests of yourself, your

friends, or your supporters above those of the association or its members is a breach of your fiduciary duty to the association.

- Act with care, including seeking advice from experts when appropriate. When making decisions or taking actions, you must exercise the degree of care that an ordinarily prudent person would under the circumstances. Among other things, this means that if, for example, the board must make certain decisions involving an issue that no one on the board is an expert on, the board should consult an expert.
- Act within the scope of your authority. Your authority is defined in the association's governing documents and by applicable state and local law. It's important that you understand the scope of your authority and not exceed it. If a board action violates the duly adopted bylaws, declaration or other governing documents, or state or local laws, the board may have breached its fiduciary duty and the action may have to be invalidated. An example of this would be failing to comply with procedural requirements for community elections.
- Act in good faith. Board members' motives must at all times be to further the legitimate best interest of the Association. If board members make decisions based on favoritism, discrimination, or malice, or make arbitrary decisions, they are breaching their fiduciary duty. This doesn't mean that the board can't create a rule that affects others, such as a "no pets" rule. It just means that the decision to create the rule must be based on board members' honest and best judgment of what is best for the association as a whole.
- Avoid the following four common mistakes. You'll have to use your best judgment and determining what your fiduciary duty requires of you in any specific situation but there are four common mistakes you should avoid:
  1. Don't take personal advantage of business opportunities that should benefit the entire community.
  2. Don't do business with the association unless you disclose effect and get appropriate approval to do so.
  3. Don't give preferential treatment to friends and supporters or expected for yourself from others.
  4. Don't accept gifts from vendors that are doing business or seeking to do business with the association.