

Indian Park Association, Inc.
PO Box 921
Greenwood Lake NY 10925



Telephone 845 477 3302
www.indianpark-ny.com
Email: info@indianpark-ny.com

Nomination to Board of Directors

Guidelines for Candidates

Please see IPA's Bylaws, Articles II, III and V, for more comprehensive descriptions of the requirements concerning nomination to the Board of Directors.

- All positions are voluntary. All services to the Park are provided *gratis*.
- No individual may concurrently hold more than one position on the Board.
- Officers and Trail Directors shall serve for three years, with no limit to the number of terms served.
- The Board meets at least four (4) times throughout the fiscal year (April 1st through March 31st).
- Board members are expected to work on behalf of IPA in a routine manner throughout their term.
- Candidates for President must be well-organized; able to juggle many tasks and absorb and process a great deal of information at one time; able to plan and conduct meetings; and have proven experience of working with a diverse group of people. Familiarity with the Park and its recent history, while not necessary, would be beneficial.
- Candidates for Vice President must have sufficient experience of the workings of IPA to be able to chair Board and General meetings in the President's absence.
- Candidates for Treasurer must have several years' business and accounting experience; proven familiarity with Quickbooks Pro system sufficient to use existing financial information; and the ability to work with other professionals and owners for the furtherance of IPA's fiscal affairs.
- Candidates for Secretary must have several years' business and secretarial experience; proven familiarity with computer software sufficient to use existing documents; and produce all correspondence between other professionals and owners for the furtherance of IPA's business affairs.
- Candidates for Trail Director should be prepared to do the following. (While the list is lengthy, the tasks are not onerous.)
 - Post notices on the trail(s) of general meetings and other events.
 - Introduce themselves to new owners.
 - Note names of new owners and departing families.
 - Note changes in property ownership (e.g., For Sale signs), including private sales, and reporting that to the Treasurer to facilitate collection of delinquent assessments, if appropriate.

- Maintain and update records of his / her trail(s), and report any changes to the Treasurer for updating central records.
- Note normal wear-and-tear and foul-weather damage to the Park roads (e.g., cracks, holes) and report that to the Board.
- Note damage to the Park roads, the Beach properties, culverts and swales, etc., caused by a contractor, owner, tenant or guest, and report that to the Board.
- Review the Park's roads for the existence and condition of house and road signs (house numbers, street names, Speed Limit and Stop signs, etc.) and report any damaged or missing signs to the Board.
- Note any vehicles parked on the Park's roads that might cause obstruction to emergency vehicles and request the owner to move them.
- Note any un-registered and / or un-insured vehicles parked on the roads and any vehicles not registered for use on the Park's roads (e.g., dirt bikes, ATV's, off-road vehicles), and request the owner to remove them.
- Note any owner with more than one (1) un-garaged, un-registered vehicle on his / her property, and report them to the Town of Warwick Police Department.
- Enforce the Monday-to-Friday "No Parking" rule at the entrance to Indian Park.
- Note any owner whose garbage is not kept in a tightly-closed receptacle and / or who leaves pet food outside, and request the owner to resolve the problem.
- Note the accumulation of garbage and refuse that may cause a health problem on an owner's property or on the Park roads, and request owner to resolve the problem. When necessary, report the problem to the Town of Warwick.
- Note any excessive noise from owners' power tools, audio equipment, automobiles, motor-cycles, barking dogs and other nuisances, and request owner to resolve the problem. When necessary, report problem to Town of Warwick.
- Note any repair and construction work that may require a Town of Warwick Building Permit, and request owner to obtain and display the same in a visible location.
- Note any homes that do not display the house number in a visible location, and request the owner to obtain and post same.
- Note any damage to, or removal of, road signs (e.g., street names, speed limits, stop signs, etc.), and report the same to the Board.
- Note any owner who burns debris in violation of local laws, and request owner to abstain. When necessary, report the problem to the Town of Warwick Police Department.
- Note any owner who violates local Dog Ordinance and request owner to resolve problem. When necessary, report the problem to the Town of Warwick Police Department.
- Recruit and organize volunteers for such essential seasonal activities as Dock Installation and Removal, and Beach Clean-up.
- Recruit and organize volunteers to seasonally clear clogged swales and / or culverts, remove shrubs and trees that obstruct visibility, and any other necessary property maintenance.
- During the nominations and elections process in July and August, distribute elections information and collect absentee ballot forms. Pass completed forms to Secretary in advance of August Board Meeting.

-o0o-

Owner Handbook, Guidelines for Candidates, Summer 2005