



Association Manager Review

Lake Marcel Community Club 2023

Topics

- Review Process
- Participation
- Services / Costs
- Time Line
- Outcomes
- Decision Making

Why
Who
What
When

Review Process

- Why look at Association Managers
 - Volunteer Board Members
 - Professional Help
- Broad and Deep Effort
 - Virtual Meetings
 - Case Study
- Community Input
- Services / Methods
- Narrowing Down
 - Covid Effect

Participation

- Started in January 2023
- Members
- Agenda 2023 meetings
- Requests to Participate

Services / Costs

- The board has been provided with:
 - Proposal; Agreement; Fee Schedule; Sample Financial Report; Onboarding Checklist; Overview of Costs and Savings
- Services
 - Financials
 - Board member guidance
 - Setup
 - Draft budget
 - Meeting attendance – 6 meetings per year
 - 6 on-site visits
 - Record keeping for a one year term.
- Costs

Services / Costs

- Services
 - Financials, board member guidance, setup, draft budget, meeting attendance – 6 meetings per year., 6 on-site visits, record keeping for a one year term.
- Costs
 - $\$2400 / \text{month} = \$6.08 / \text{month} / \text{Lot}$
- Optional Services
- Potential Offsetting Costs

Services / Costs

- Services
 - Financials, board member guidance, setup, draft budget, meeting attendance – 6 meetings per year., 6 on-site visits, record keeping for a one year term.
- Costs
 - $\$2400 / \text{month} = \$6.08 / \text{month} / \text{Lot}$
- Optional Services
 - on-site for 2 hours/week
 - for 90 days
 - $\$600/\text{month}$
- Potential Offsetting Costs

Services / Costs

- Services

- Financials, board meetings
– 6 meetings per year

- Costs

- \$2400 / month = \$28,800

- Optional Services

- on-site for 2 hours/week for 90 days at \$600/month

- Potential Offsetting Costs ~ \$45,500

Accounting Services \$7,663

Bank Service Fees \$48

Mileage Compensation \$812

Office Expense is not likely to change.

Office Manager @ 90% reduction of hours \$28,080

Office Manager Training @ 75% reduction of hours \$3,240

Payroll Processing Fees \$2400

Communications? \$2500

Electricity 50% reduction \$775

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Time Line

- LMCC Motion to proceed with Agnbyte
- Legal Contract Review
- Town Hall
- Sign the contract
- Transition

Outcomes

- Ease the burden on the board members
 - Professional management for guidance
- Reduce Expenses
- Enable a healthier board environment
 - Build volunteer efforts
 - Develop committees to do the heavy lifting
- Shorter meetings

Decisions

- Project Decision Making
 - Dam Projects
 - Reserve Study
 - Lake Treatment
 - Office Manager
 - Cyanobacteria Management Study
 - Et cetera
- Member Voting
 - Board Elections
- Board Duties