HALF MOON BAY COMMUNITY ASSOCIATION, INC.
BOARD MEMBER RESPONSIBILITY
2011-2012

As you encounter problems or have questions/concerns, the following is the person from the Half Moon Bay Community Association, Inc. Board that you should contact:

RESPONSIBILITY AREA	BOARD CONTACT	HOME PHONE
Clubhouse/Pool Area/Pool	**Mariann Gorman**	**847-304-9425**
Pool Garbage Pick-Up,	**mariannngorman@sbcglobal.net**	
Clubhouse Grinder Pump,	and	
Clubhouse Heating/Cooling,	**Larry Zimmerman**	**608-562-3712**
Pool Area Chairs/Tables,	**gpzim@mwt.net**	

Gazebo - Pool and Pool Deck Cleaning/Maintenance,
Painting-Inside/Outside,
CATV Service,
Furnace Low Temperature in Clubhouse (coordinate with Condo Association),
Clubhouse Reservation,
Vendor Selection/Contract,
Pool:
Maintenance/Repair, Spring Start-up, Fall Clean-up, Water Supply, Daily Cleaning, Back washing, Equipment - Maintenance/Repair/Replace, Chemical Supplies, Appropriate Signs Denoting Rules and Regulation and Operations
Clubhouse and Clubhouse Restrooms Cleaning,
Vendor Selection/Contract,
Rules & Regulations (Submission to Rules Committee)

Grounds	**Chris MacArdy**	**608-562-6801**
Grounds Maintenance/Cleaning,	**waynemac@mwt.net**	

Front Entrance Landscaping,
Beach Grooming - Castle Rock Lake,
Snow Removal,
Lawn Care,
Landscaping Including Clubhouse Area and Pool Area (including planter pots),
Weeding in Landscaped Areas and Common Areas,
Paths - Clearing and Mulching,
Basketball Area - Maintenance & Readiness,
Tennis Courts - Maintenance and Readiness,
Dumpsters - Garbage Pick-up and Scheduling,
Tree Removal - 100' Strip and Grounds,
Sprinklers in Community Areas (coordinate with Condo Assoc),
Maintenance and Painting of Mailbox Gazebo Area,
Appropriate Signs on Usage Where Needed,
Beach Grooming and Weed Control - Legend Lake,
Assist in Preparation of Meetings and Take Minutes During Meetings,
Vendor Selection/Contract,
Rules & Regulations (Submission to Rules Committee)

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RESPONSIBILITY AREA	BOARD CONTACT	HOME PHONE
Marina/Docks	**Larry Zimmerman**	**608-562-3712**
New Docks and Dock Maintenance,	**gpzim@mwt.net**	
Spring Start-up - Docks & Shore Stations,		
Fall Closing - Docks & Shore Stations,		
Dock Plan Approval/Implementation - WRPCO & DNR,		
Dock Assignments and Posting,		
Day Dock Placement and Appropriate Signs on Usage,		
Electricity/Lights to Docks - including start up and turn off,		
Marina Security,		
Swimming Area Floats -Maintenance and Installation/Removal,		
Vendor Selection/Contract,		
Rules & Regulations (Submission to Rules Committee)		
Finance	**Doug Bruha**	**608-792-1548**
Budget Preparation and Revisions,	**doug@prizmco.com**	
Tax Preparation/Submission,	and	
Balance Sheets, P&L Statement,	**Mariann Gorman**	**847-304-9425**
Check Register and Reserve Register,	**marianngorman@sbcglobal.net**	
Reserve Plan - Life Cycle Plan,		
Bill Payment,		
Record/File Management,		
Vendor Files/Listing,		
Manage Administrative Support Person,		
Key Management (Entrance to Clubhouse, Marina, Tennis Courts, Pump House, and Pool Room),		
Community Directory - Current and Accurate,		
Maintenance of Covenants/By-Laws Document,		
Maintenance of Rules and Regulations,		
Vendor Selection/Contract,		
Rules & Regulations (Submission to Rules Committee)		
Administration	**Doug Bruha**	**608-792-1548**
Insurance Coverage,	**doug@prizmco.com**	
Community Website,		
Computer Setup,		
Board and Community Meetings - Scheduling, Agenda & Preparation,		
Key Event Scheduling including Spring and Fall Clean-Up, and Annual Meeting,		
Correspondence - Community and Vendors/Suppliers,		
Focal Point for Contracts/Bids and Proposals from Vendors/Suppliers,		
Annual Report;		
Ensure Appropriate Committees in Place,		
Assist Other Areas		