

Guidelines

Tower Lakes Building Representative

- ◆ Serve as the liaison for your building owners regarding concerns with the Tower Lakes Board of Trustees
- ◆ Represent the interests of the unit owners in all matters of governance.
- ◆ Establish the building's authorized Statutory Agent for the corporate filing every five years with the Ohio Secretary of State.
- ◆ Attend regularly scheduled Building Representative meetings or special meetings that may be called by the Tower Lakes Board of Trustees
 - ☀ *If you are unable to attend a meeting, arrange for a resident from your building to serve as an alternate to attend the meeting.*
- ◆ From the handouts at the meetings and/or notes taken by you or the alternate representative, report the information back to your building residents via an email. If an email is not practical, hand deliver a typed or handwritten report to the other building owners.
- ◆ At the meeting, obtain your building's current account record from the Treasurer. Include this report with the information you provide to the other building owners.
- ◆ Function as your building's representative to review community improvements and/or rules being considered by the Tower Lakes Board of Trustees.
- ◆ You may be called on by a Board of Trustee member to address issues regarding your building, including but not limited to shutter painting, reset a mailbox, tidy up landscaping etc. If this is awkward for you, call on a Trustee to assist you.

Thank you for serving in this capacity

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September 1, 2023