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## Control Board Duties [L]

Side, 23. April 2016

Carsten (B4) is as Arcadia homeowner proposing that some specification of the Control Board duties to make issue handling and the validation work more efficient and timely.

Primarily the Control Board duties are stated in TCL, and the following specification of duties are of more practical format. The Control Board should:

1. Carry out the decisions made by homeowners at the AGM according to TCL
2. Supervise the stated duties of the Property Manager and take necessary actions when needed. Make sure the property manager do not make purchases or obligations outside the approved budget or stated authority.
3. Make sure that the service fee is collected as stated and take proper actions when debtors are not paying. This include use of solicitor and legal actions as needed and decided by the homeowners.
4. Make sure the accounts are correctly and timely updated
5. Validate accounts and bank transaction on at least quarterly basis (1/10, 1/1, 1/4 and 1/7). One member of the Control Board must be granted read-access to our bank accounts, so transaction reports can be downloaded/printed and validated
6. Take care of major issues and handle those in cooperation with our property manager. If outside the authority of the Control Board then call for an extraordinary homeowner meeting according to TCL
7. Report the status on a regular basis to the Home Owners. Inform homeowners on progress when major issues are being handled
8. Provide the Arcadia webmaster with relevant information in order to keep the homeowners updated on accounts, issues and events.
9. Call for an extraordinary Home Owner Meeting if necessary for issue handling or investments outside the provided budget
10. The Control Board will always evaluate the performance of the Property Manager and report their findings at the following AGM. It is the responsibility of the Control Board to advise the home owners at the AGM to elect the Property Manager for the next year or propose an alternative solution.

 [Edit](#) | Assigned groups: Home Owners, Control Board

