

2019 WT600 Board of Directors (BOD) committees (in alphabetical order)

BOD committees are advisory in their functioning, they increase the ability of an association's directors to complete tasks efficiently. Committees are appointed by and report to the BOD.

Know Your Role: There should be a charter, also known as a job description or structure, that details the mission statement, goals, objectives, organization, communications, reporting requirements and responsibilities of all committee. Responsibilities should be spelled out clearly so that not only the committee members, but also the condo owners know what is expected.

The committee should prepare a policy detailing the process it will follow when a violation occurs. Once approved by the board, the policy should be distributed to owners and renters alike so everyone knows what steps the committee will take to enforce the governing documents as well as possible consequences for continued violations. The policy assures the owners that everyone will be treated fairly and uniformly, and that the committee will not single out a violator for different follow-up or penalties.

Budget & Financial Committee

Members of the committee:

Dolores Bolano, chairperson
Sophia David
Maya Lina
Robert Samudio
Mary Rosenstein
Raisa Pinchuk and
Samuel Golberg

The committee meets on the second Tuesday of each month at 7:00 p.m. at the WT600 BOD Office and committee members will have toll free conference call capabilities to join the meeting.

Role of the Committee:

The role of the finance committee is primarily to provide financial oversight for the organization. Typical task areas include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. An outline of responsibilities appears below.

Budgeting and Financial Planning

1. Develop an annual operating budget and Monitor adherence to the budget.
2. Approve the budget within the finance committee.
3. Present the committee approved budget to the BOD for approval
4. Present all financial goals and proposals to the BOD for approval.

Reporting

1. Develop useful and readable report formats.
2. Work to understand the implications of the reports.
3. Present the financial reports to the full board.

Internal Controls and Accountability Policies

1. Create, approve, and update (as necessary) policies that help ensure the assets of the organization are protected.
2. Ensure policies and procedures for financial transactions are documented in a manual, and the manual is reviewed annually, and updated as necessary.
3. Ensure approved financial policies and procedures are being followed.
4. Reconcile monthly and quarterly bank statements, produce monthly and quarterly reconciliation report.
5. Reconcile monthly credit card bank statement and produce a report of reconciliation and comparison between credit card use request form, credit card actual usage form and credit card bank statement.

Although the entire board carries fiduciary responsibility for the organization, the finance committee serves a leadership role in this area, making sure appropriate internal control procedures for all financial transactions are documented in a manual and followed by staff. The committee should also play a role in overseeing all legal and governmental filing deadlines are met.

Construction and Building Maintenance committee

Members of the committee:

Eugene Kotlyar, chairperson
Dolores Bolano
Mario Frech
Arie Abitol
Samuel Golberg
Semyon Peltz

The committee meets on the second Tuesday of each month at 7:00 p.m. at the WT600 BOD Office and committee members will have toll free conference call capabilities to join the meeting.

Role of the Committee:

Advises the BOD on construction and maintenance projects and recommends to BOD new Construction and Maintenance projects for the betterment of our building and grounds. It may issue the Work Orders to the building manager which should be signed by the BOD President with consultation and approval of BOD, committee can advise BOD on status and completion of projects and Work Orders. An outline of responsibilities appears below.

Planning

1. Planning new construction and maintenance projects.
2. Determines projects' feasibility.
3. Reviews contractors' contracts and specifications.
4. Interviews contractors and gets preliminary construction proposals.
5. Monitors projects progress from start to completion.
6. Prepares Work Orders to Property Manager/Chief Engineer.
7. Prepares documentation and recommendations to the BOD for Establishing construction and maintenance priorities.
8. Issues contractor's minimum requirements.

Reporting

1. Develop useful and readable report formats.
2. Issues reports to BOD with recommendations for construction and maintenance projects.
3. Report to BOD status of construction and maintenance projects.

Planning

1. Recommends to BOD on enforcement actions to support adherence of residents to condominium By-Laws and covenants.
2. Recommends to BOD on amount and frequency of fines for different kinds of violations.
3. Analyzes the results of enforcement actions in preventing future violations.

Reporting

1. Develops useful and readable report formats.
2. Report to BOD on issued fines for specific violations.
3. Collect and report statistics to BOD for issued fines and committees' conclusions if imposed fines are working satisfactory for preventive future violations.

Landscaping, Landscape Maintenance and Beautification Committee

Members of the committee:

Eugene Kotlyar, chairperson
Hassida Gabor
Edith Puyans
Alina Sosa Perez
Gloria Taft
Susi Knezaurek

The committee meets on the second Tuesday of each month at 7:00 p.m. at the WT600 BOD Office and committee members will have toll free conference call capabilities to join the meeting.

Role of the Committee:

Advises the BOD on Landscaping, Landscape Maintenance and Beautification projects and recommends to BOD new Landscaping, Landscape Maintenance and Beautification projects for the betterment of our building and grounds. It can issue the Work Orders to the building manager, committee can advise BOD on status and completion of projects and Work Orders. An outline of responsibilities appears below.

Planning

1. Planning new areas of trees and bushes planting.
2. Determines planting feasibility and plant suitability for different condominium areas.
3. Recommends to BOD what kind of plants to be used.
4. Reviews landscape contractors' contracts and specifications.
5. Interviews landscape contractors and gets preliminary planting proposals.
6. Monitors planting projects progress from start to completion.
7. Issues Work Orders to Property Manager/Chief Engineer for planting and grounds beatification.

Reporting

1. Develops useful and readable report formats.
2. Present to BOD recommendations for new planting and plant maintenance projects.
3. Report to BOD status of planting and maintenance projects.
4. Request reports from Property Manager on status and completion of planting, maintenance and beatification projects and Work Orders.

4. Request reports from Property Manager on status and completion of projects and Work Orders.

Entertainment and Resident's Social Activities Committee

Members of the committee:

Nella Brisk, chairperson
Sophia David
Dennis Stubollo
Julia Chernyak
Ella Katz
Evelina Garashchenko
Gloria Taft

The committee meets on the second Tuesday of each month at 7:00 p.m. at the WT600 BOD Office and committee members will have toll free conference call capabilities to join the meeting.

Role of the Committee:

Advises BOD on condominium Entertainment and Resident's Social Activities. Issues schedule of activities for all condo owners in the Party Room of Recreation Pavilion on the 3rd floor deck, Large Screen Television Social Room on the lobby floor and in the other condominium areas which are determined by the BOD to be suitable for Entertainment and Social Activities use. An outline of responsibilities appears below.

Planning

1. Determines the needs of condominium residents on entertainment and social activities.
2. Recommends to BOD on the best use of condominium entertainment and social activities facilities.
3. Plans schedules of activities and preparation of facilities for activities needs.
6. Advises BOD on required funding of entertainment and social activities.

Reporting

1. Develops useful and readable report formats.
2. Issues reports to BOD on the entertainment and social activities schedule.
3. Issues reports to BOD on suitability of condominium facilities for proposed activities.
4. Report to BOD and request the approval from BOD for needed expenses for entertainment and social activities.

Fines and Covenants Committee

Members of the committee:

Samuel Golberg, chairperson
Robert Samudio
Mary Rosenstein
Edward Miczek

The committee meets on the second Tuesday of each month at 7:00 p.m. at the WT600 BOD Office and committee members will have toll free conference call capabilities to join the meeting.

Role of the Committee:

The Committee Advises BOD and serves as a "check and balance" for the covenant enforcement actions of the Board of Directors. These enforcement actions are intended to enhance the appearance of our community and protect the investments made in our homes. Committee may impose fines to support its enforcement action. An outline of responsibilities appears below.

Legal Advisory Committee

Members of the committee:

Samuel Golberg, chairperson

David Metz

Michelle Metz

Mila Lopata

The committee meets on the second Tuesday of each month at 7:00 p.m. at the WT600 BOD Office and committee members will have toll free conference call capabilities to join the meeting.

Role of the Committee:

Advises the BOD on legal matters, research and answers legal questions per request of BOD. It is not intended to replace condominium attorney. An outline of responsibilities appears below.

Planning

1. Reviews condominium contracts with vendors and contractors.
2. Reviews employees hiring/dismissing documentation provided by BOD.
3. Provides recommendations to BOD on legal matters per BOD requests.
4. Reviews corrections and additions to condominium By-Laws.
5. Advises BOD on need of condominium attorney to get involved.

Reporting

1. Develops useful and readable report formats.
2. Provide reports on completed legal tasks per BOD requests.
3. Provide reports for potential legal problems.

Rules & Regulations Committee

Members of the committee:

Ginny Santoni, chairperson

Yolanda Ruiz - Screening or Rules and Regulations

Robert Samudio

Edward Miczek

The committee meets on the second Tuesday of each month at 7:00 p.m. at the WT600 BOD Office.

Role of the Committee:

Review By-Laws and applicable Rules & Regulations, recommends to BOD if any changes or additions are needed for the betterment of our condominium, to provide the best living conditions, and to preserve the investment value for condo owners. An outline of responsibilities appears below.

Planning

1. Reviews By-Laws and applicable Rules & Regulations.
2. Recommends to BOD changes needed to By-Laws and Rules & Regulations.
3. Updates condominium By-Laws to meet changing residents needs.

Reporting

1. Develops useful and readable report formats.
2. Provide recommendation reports to BOD for changes needed to By-Laws and Rules & Regulations.
3. Provide reports for completed changes to By-Laws and Rules & Regulations to BOD.

Screening Committee

Members of the committee:

Samuel Golberg, chairperson

Vilma Boettcher

Patricia Samudio

Marta St.

Yolanda Ruiz

Mirta Jablonskiy

The committee meets on every Monday at 7:00 p.m. at the WT600 BOD Office and committee members will have toll free conference call capabilities to join the meeting.

Role of the Committee:

Advices BOD on suitability of potential unit owners and renters.

An outline of responsibilities appears below.

Planning

1. Develops requirements for potential unit owners and unit renters.
2. Reviews documentation of potential unit owners for suitability to own condo units.
3. Reviews documentation of potential unit renters for suitability to rent condo units.
4. Conducts interviews of potential unit owners and unit renters.

Reporting

1. Develops useful and readable report formats.
2. Provides reports to BOD on suitability of potential unit owners and unit renters.
3. Provides reports to BOD on changes needed to improve potential unit owners and unit renters' requirements.

Security Committee

Members of the committee:

Alex Kushnir, chairperson

Robert Samudio

Dennis Stubollo

Gus Puyans

Samuel Golberg

The committee meets on the second Tuesday of each month at 7:00 p.m. at the WT600 BOD Office.

Role of the Committee:

Advices BOD on condominium Security matters throughout entire building and grounds.

Evaluate security procedures, reviews security officer's priorities and response time.

Planning

1. Develops requirements and job description for security officers.
2. Reviews resumes of each security officer for suitability to perform security duties.
3. Provides training to security officer on security procedures, priorities and response time.
4. Conducts interviews of potential security officers.
5. Analyzes data on violations and recommends to BOD on improvements of security actions to prevent future violations.

Reporting

1. Develops useful and readable report formats.
2. Provides reports to BOD on suitability of potential security officer.

3. Provides reports to BOD on changes needed to security procedures.
4. Provides reports to BOD on methods to control security officer's response time.
5. Collects and provides statistical reports to BOD on violations and security officers actions.