

## Co-op Coalition Survey: Governance

Thanks to the 7 members who responded (below).

Mike O'Dell, Director  
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In a message dated: Thu, Mar 7, 2019 2:34 pm

Dear Coalition Representative,

Please take the 1-2 minutes it will take to help another Coalition co-op member. Their question, below, is about management and the position of Secretary. Please reply by Friday, March 22. Thanks for helping out one another!

DC Cooperative Housing Coalition  
[www.CoopsDC.org](http://www.CoopsDC.org)

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You are getting this email "blind-copied" to protect your privacy.

Our co-op is sorting out some governance issues and would be most grateful to hear from Coalition members regarding the following:

1. Are you self-managed or managed by Management Company?
2. If you are self-managed, what do you find are your biggest challenges?
3. Do you have a Board Secretary?
4. If so, is this a staff position or is it filled by a Member Owner?
5. If so, what are the duties of the Board Secretary?

<50 units	Our building contracts with a property management company, but our 5 member board usually manages projects by seeking bids and overseeing the work. Our board also provides the draft budget. We rely on the property management company to provide the financial services and some oversight of our regular contracts.
<50 units	<ol style="list-style-type: none"> <li>1. Are you self-managed or managed by Management Company? <b><i>[Our co-op is managed by a] property management [company]</i></b></li> <li>2. If you are self-managed, what do you find are your biggest challenges?</li> <li>3. Do you have a Board Secretary? <b><i>Yes</i></b></li> <li>4. If so, is this a staff position or is it filled by a Member Owner? <b><i>The Secretary is one of the Board members, although the By Laws provide that a member owner can volunteer to serve as Secretary.</i></b></li> <li>5. If so, what are the duties of the Board Secretary? <b><i>The Board Secretary produces the agenda and minutes of each of the Board's monthly meetings and the minutes of the Membership Annual Meeting. The Secretary disseminates the minutes. The Secretary is a signatory to purchase agreements with new owners. All of the association's business records are maintained by the property management company, so the Secretary only maintains records of the minutes of the Board. None of these duties are specified in our By Laws.</i></b></li> </ol>
<50 units	We have a management company. Our Board secretary takes notes of the Board meetings and executes certain documents, along with the President, on behalf of the Board.
50 – 99 units	<ol style="list-style-type: none"> <li>1. Are you self-managed or managed by Management Company? [Our co-op] employs a property management firm [name] that collects fees and manages routine operations.</li> <li>2. If you are self-managed, what do you find are your biggest challenges?</li> </ol>

	<p>3. Do you have a Board Secretary? [Our co-op] has an active 5-member Board: Pres, Vice Pres, Treasurer, Secretary &amp; at-large.</p> <p>4. If so, is this a staff position or is it filled by a Member Owner? All board positions are filled by Member owners.</p> <p>5. If so, what are the duties of the Board Secretary? Board secretary keeps the minutes, is copied on all official correspondence (including e-mails), sets board meeting agendas and writes a monthly newsletter to members.</p>
50 – 99 units	<p>We are a building with 50-100 units.</p> <p>1. We have a property management company.</p> <p>2. n/a</p> <p>3. We have a 3-person board: President, Secretary, Treasurer</p> <p>4. All board positions are filled by shareholders.</p> <p>5. The secretary takes notes during board meetings, emails the notes to board members for edits, emails the final drafts to our property manager for posting on our shareholder website, and consults and votes on all issues before the board.</p>
100+ units	<p>We are a self managed co-op and have a board secretary who is a member owner. The minutes of the board meetings are recorded and we pay to have them transcribed. The secretary ensures there is a quorum for the annual meeting. The biggest challenges are essentially the same as they are with a management company: finding a competent manager who is trustworthy and cares about the property.</p>
100+ units	<p>1. Are you self-managed or managed by Management Company? Self</p> <p>2. If you are self-managed, what do you find are your biggest challenges? Making sure we have a good manager and his/her support staff.</p> <p>3. Do you have a Board Secretary? Yes</p> <p>4. If so, is this a staff position or is it filled by a Member Owner? Member owner</p> <p>5. If so, what are the duties of the Board Secretary? Taking minutes, issuing/notifying residents of summary within a couple days of a board meeting followed by issuing/notifying residents of final draft minutes. Signing and affixing the corporate seal to corporate documents including, but not limited to, lease agreements.</p>