

BLOOMFIELD VILLAGE ASSOCIATION

SERVICE OPERATING AGREEMENT

VILLAGE MANAGER

SUMMARY OF RESPONSIBILITIES

Administrative

- Maintain an office at the Robert V. Hackett Village Hall to execute administrative responsibilities, maintain files, website, and e-mail. Be available to consult with Village residents, real estate agents, developers, builders, contractors, architects, landscape designers and other interested parties for discussion and consultation.
- Execute all mailings for BVA including Maintenance Fund Assessment notices, Annual Meeting notice, Village Bulletin, and correspondence with residents, Trustees, Bloomfield Township officials, school officials and others.
- Coordinate and manage all BVA meetings and functions including monthly Trustee meetings, the BVA annual meeting, and Village Volunteer Recognition dinner.
- Procure services for Village Hall and park lawn cutting and fertilization service, tree fertilization and pruning service, irrigation service, sidewalk snow removal, street sign maintenance and repair, and Village Hall maintenance. Oversee Village Hall routine cleaning. Support the Bloomfield Village Garden Club (BVGC) with the improvement of Village Hall, park and street island gardens, the Holiday luminaria fund raiser sale and other events as needed.
- Prepare and procure bids for any capital improvement projects undertaken by BVA.
- Support the Bloomfield Village Police and the Bloomfield Village Volunteer Fire Department in carrying out their role in the Village.
- Support the Bloomfield Village Social Co-op (BVSC) with the Village Hall holiday tree lighting and the Labor Day Family picnic and other events as needed.
- Maintain liaison with Bloomfield Township Administration and officials and attend appropriate Bloomfield Township public meetings to ensure the proper and appropriate representation of Bloomfield Village.
- Act as the contact person to the Township Clerk for the Robert V. Hackett Village Hall use as a polling/voting place.

Architectural

- Be knowledgeable of the Village's Building and Use Restrictions, Architectural Guidelines, Bloomfield Township Zoning Ordinance, Building Codes, property grading requirements, and the appropriateness of aesthetic changes. Inform and advise the Trustees on interpretations, policies, practices and rationales to be used in evaluating proposed plans.
- Provide counsel to residents, developers, builders and architects and other interested parties to successfully comply with the Village's Architectural Guidelines, the Village's Building and use Restrictions, and the Bloomfield Township Zoning Ordinance requirements.

- Provide review, approvals and denials for renovations and improvements based on the Architectural Guidelines established by the Trustees, and based on the Building and use Restrictions of the Village. Communicate approvals and denials to the Trustees and Village Attorney. Present all plans requesting a change to the front elevation, and those plans that represent non-conforming, marginal, complex, and precedent setting proposals to the Trustees for their consideration and review.
- Regularly tour the Village to assure that no unusual conditions requiring corrective action or unapproved changes exist. Take action as necessary.

Financial

- Together with the Board Treasurer, develop the annual Maintenance Fund Budget. Execute the annual Maintenance Fund Assessment process, generation of invoices, delinquent assessment notices, posting payments, depositing receipts, providing a year-end delinquency list to the Village Attorney for lien filling.
- Together with the Village Police Commissioner, and the Township Finance Director in regard to personnel expenses, prepare the annual Village Police budget. Together with the Village Fire Chief ensure preparation of the annual Village Fire Fund budget. Communicate millage notice requirements to the Township Treasurer and Assessor to ensure timely approvals.
- Manage the Association's savings/checking accounts and prepare bills for payment. Assure complete and timely execution of work and services by the Association's accountant, including monthly reports, annual audit and filing of tax returns. Under the direction of the Association's accountant, gather and prepare documentation required to support the annual audit.

Community Relations

- Be responsive to Village resident's inquiries, concerns and complaints about matters that may not be directly the responsibility of the Association but for which support and guidance can be provided.
- Employ the resources and enforcement tools provided by Bloomfield Township to improve the quality of life in Bloomfield Village, e.g., Code Enforcement, Animal Control, Road Dept/Forestry.
- Maintain relationship with Birmingham Public Schools CECAC organization, BPS Covington School Administration, and Detroit Country Day Junior School Administration.

Bulletin Editor

- Ensure the timely publishing of the four seasonal issues of the Village Bulletin.
- Secure stories from the Board President, Village Attorney, Village Police, Village Fire, Garden Club, BVSC, Bloomfield Township, Historian and others (as well as Village Manager). Provide final draft to the Editorial Director (Board Vice President) for review and approval.
- Contact current and potential advertisers to place ads in the Bulletin. Invoice advertisers for ads. Deposit funds received in BVA accounts.
- Ensure timely printing and mailing to all property owners, Township officials, advertisers and others as appropriate.