

LAKE ASSOCIATION OFFICE

Getting help with our association's office work

Lake Association Office, run by Eric Barrett, prepares the routine work that usually falls on a few volunteers: member records, dues reminders, newsletters and meeting records. **Our board approves every item before anything goes out.**

THE TWO PLANS

Association Office

About 150–299 property-owning households

\$1,500 a year or \$144/month for 12 months
+ \$250 one-time setup fee (first year only)

- Member list and dues status kept current from our updates
- Spring renewal campaign: up to 3 reminders, paid/unpaid list after each
- Quarterly newsletter
- Annual meeting: notice, agenda and minutes
- New-owner welcome letters and a yearly membership gap report
- Annual Lake Report for our lake
- A one-page Funding Plan twice a year
- Shared folder for bylaws, minutes and records
- Monthly one-page activity summary for the board

Large Office

300+ households, or a lake chain

\$2,700 a year or \$259/month for 12 months
+ \$500 one-time setup fee (first year only)

- Everything in Association Office
- Monthly newsletters (board content due by an agreed date)
- Annual Lake Reports for up to 4 lakes (\$150 per extra lake, per year)
- One member survey a year
- Faster turnaround: a first draft or a confirmed date within 3 business days (standard is 5)

PRICED SEPARATELY, ONLY IF WE WANT THEM

Regular board meeting agendas and minutes	\$600 a year (up to 10 meetings)
Small county grant application	\$250 flat
DNR invasive plant grant (county app free with it)	\$750–\$1,500 flat, quoted first
Member directory	\$400–\$800 a year
Printing and mailing	At cost + \$1.50 per piece, quoted first

Not included: bookkeeping, answering member emails, website edits. Anything else is quoted before work starts.

TERMS

- One-year agreement; renews each year unless either side gives 60 days' written notice. Reminder sent 90 days before renewal.
- Cancel in the first 60 days for a refund of what we've paid, minus the setup fee and completed work at \$75/hour.
- Invoiced annually or monthly; pay by check or ACH.

WHAT OUR BOARD WOULD DO

- Name one approver and a backup
- Approve drafts within about 3 business days
- Send member and payment changes through one shared list, processed weekly
- Keep collecting dues through our own payment link

SAFEGUARDS

- Nothing is sent without written approval
- Never handles our money, signs for us or submits grants
- Our member list stays ours: never sold; returned and deleted within 30 days if we leave

FIRST 30 DAYS

1. Choose a plan and name the approver and backup
2. Send our member list, dues schedule and recent newsletters and minutes
3. Agree on a calendar: newsletters, renewal dates, annual meeting
4. First deliverable sent for approval

Review after 6 months: drafts on time, light edits only, renewals at or above last year, volunteer hours saved.

Suggested motion: "Move to engage Lake Association Office for the _____ plan beginning _____, with _____ as approver and _____ as backup."