

Tenant Association MANAGEMENT PLAN

To manage your building, you need to: 1) collect rent and make repairs and 2) have broad tenant participation in the running of your building. This is a very basic, simple management plan, which is intended only as a general guide. It is not an exhaustive list of everything you should be doing in your building. Over time, you will want to change and enlarge this outline, and tailor it to your building's specific needs.

EXECUTIVE COMMITTEE

The Executive Committee is made up of the Officers. There should be at least three officers (President, Treasurer, Secretary), and there can be more if needed.

PRESIDENT: Holds everything together, makes sure tenant participation is high, and that the committees are running smoothly. Represents the Tenant Association.

SECRETARY: Keeps files and correspondence; takes minutes at the general TA meetings and distributes them.

TREASURER: Keeps the checkbook and maintains financial records; does the monthly financial report for HPD; collects rent and writes receipts.

- Think about:**
- ⌘ Do you need more than three officers? Maybe a Vice-President or Assistant Treasurer?
 - ⌘ Who will be the contact person or liason between the T.A. and HPD, UHAB, and other agencies? (This is usually an officer)
 - ⌘ How and when will the rent be collected?
 - ⌘ What will be the procedure for dealing with tenants more than two months in rent arrears?

REPAIR AND MAINTENANCE COMMITTEE

Should consist of at least one officer and at least two or three other tenants.

- DUTIES:**
- ⌘ Conduct apartment and building surveys
 - ⌘ Receive written repair complaints
 - ⌘ Prioritize repairs
 - ⌘ Get bids
 - ⌘ Supervise contractors and the Super
 - ⌘ Keep a repair file

- Think about:**
- ⌘ Will the R&M Committee make decisions about repair priorities and hiring contractors, or just make recommendations to the officers?
 - ⌘ How will the committee divide up duties?
 - ⌘ The R&M Committee should meet fairly often — at least twice a month.
 - ⌘ If you have a super, what will his/her duties be? (You should have a written contract with the super which includes a detailed job description)

TENANT SELECTION COMMITTEE

Should consist of one officer and at least two other tenants

- DUTIES:**
- ⌘ Write guidelines for tenant selection
 - ⌘ Advertise vacancies
 - ⌘ Receive applications, and keep them in order of date received
 - ⌘ Interview applicants

- Think about:**
- ⌘ Will the committee make the final decision on tenant selection, or just give advice to the officers? (If you want the committee to make the final decision, then you must amend the By-laws)
 - ⌘ How will the committee divide up duties?
 - ⌘ How often will the committee meet?

OTHER COMMITTEES

You can start any kind of committee any time you see the need for it in your building. Some examples of other possible committees are a By-laws Committee, a Rent Committee, a Beautification Committee, etc. Each time you start a committee, write up a description of its policies and responsibilities, how the committee will function, and how the duties will be divided among the committee members. This committee "job description" then becomes part of your management plan.

GENERAL TA MEETINGS

Should happen at least once a month. There should be an agenda for every meeting. This agenda will usually include a discussion of old business, reports from the committees, a financial report from the treasurer, and questions/comments/new issues from the floor. Usually it is the President or the Secretary who sets the agenda and acts as chairperson.