

Wintergreen Woods Water Utility Ltd. Statement of Work

General: This Statement of Work outlines the Agreement between:

1. the *Wintergreen Woods Water Utility*, hence forth referred to as WWWU,
2. its *Executive Board Members*, hence forth referred to as the Board Members, and
3. its *Financial Accountant* hence forth referred to as the Accountant.

This Statement of Work outlines the main responsibilities required of the Accountant in all matters relating to the management and affairs of the finances of WWWU.

The Accountant agrees to fulfil to the best of his/her ability duties including but not limited to the following:

1. **Monthly WWWU Board Meetings:** The Accountant shall attend each monthly Board Meeting and any other meeting the Board deems necessary. At these meeting the Accountant shall provide:
 - a. A financial Report including a detailed summary of monthly expenses and revenue
 - b. A comparison and detailed explanation of present spending vs. the approved budget
2. **Financial Advise:** The Accountant shall provide advice to the Board Members on all financial matters relating to the WWWU.
3. **Invoices:** All invoices billed to the Wintergreen Woods Water Utility will be paid for within 30 days of the date of issue of the receipt. Cheques will be signed by the Board members at the monthly Board meeting. Invoices will accompany the cheques and the Accountant will provide a summary brief to the Board members during his financial report. In the event 30 days may pass prior to a monthly meeting, it is the responsibility of the accountant to make alternate arrangements for signing the cheques. The board members having signing authority shall make themselves available as required to aid in the process of signing the cheque.
4. **Contact List:** Although it is the responsibility of the Board Members to maintain an accurate and up-to-date general membership contact list of the Wintergreen Woods Water Utility, it is the responsibility of the Accountant to help ensure all property owners on the contact list have paid their membership fees. The Chairman and Accountant will be the keepers of the master contact list. Any copies of the contact list disseminated amongst the Board Members will be clearly marked with an effective date on every page. In the event a property changes hands, the Board members shall advise the Accountant (or vice versa if the owners advise the

Accountant first). Appropriate actions shall be taken to obtain the new owners contact information. As the Board members live in the community, it is expected that they will advise the Accountant of any obvious changes in ownership.

5. **Membership Fees:** It is the responsibility of the Accountant to keep precise records of payment by each property owner and member of the WWWU. In the event a member is in arrears, the Board members shall be advised and appropriate and timely action will be taken to recover any monies owing.
6. **Audit:** The Accounts under the name of WWWU held by the Accountant shall be subject to a full financial audit at the discretion of the Board Members. The Accountant shall be advised 14 days in advance of the audit and shall provide all related financial documents in support of such an audit.
7. **Financial Documents:** All financial documents prepared by the Accountant for the WWWU shall become and shall remain the property of WWWU. This includes all related invoices, letters and any other written material referring to WWWU matters. The accountant shall manage and maintain these records in accordance with industry standard.

Occupational Health and Safety

Job Description

(Revised: February 26 2007)

- Routinely participates in and provides updates at monthly WWWU Board meeting and participates in the Annual General Meeting.
- Participates as required in any accident or incident investigation or in a clarification of occupational health and safety issues.
- Annually coordinates the administration of the WWWU Occupational Health and Safety Plan as specified in Section 13 – Administration, which includes:
 - o Coordination of information requests to all identified contractors using the standardized form letter. The letter requires the signature of the Chair.
 - Annually review the contents of form letter for completeness or improvement regarding the items listed Section 13.
 - o Data reduction and analysis of the completed information request letters received from contractors, including any required follow-up with contractors to ensure responses are complete and understood by both WWWU and the contractor.
 - o Updating the Board by summarizing and bringing forward pertinent issues and concerns arising from the information request data reduction and analysis, including but not limited to:
 - Identifying contractors in noncompliance with the Policy
 - Identifying hazards that may require mitigation or address
 - o Inform and update the Board on the involvement, findings, recommendations or legal matters in the event of an accident or incident involving Alberta Workplace Health and Safety.
- Maintains a log of revision dates to the WWWU Occupational Health and Safety Policy and ensures that revisions are completed according to the scheduled specified in Section 13 (h) of the policy.
- Annually ensures that copies of the WWWU Occupational Health and Safety Policy are accessible to or available at the WWWU Water Treatment Facility, to WWWU Board Members, and to contractors.

SECRETARY DUTIES

1. Take minutes during meeting and distribute to board members sometime after meeting.
2. Archive minutes and relevant documents.
3. Cut a CD at the end of the year.

Job Description for Communications Director

- Ensure resident's contact information is up to date on Gmail.
- Delete resident's information who have moved.
- Contact the realtors & ask them to give the new residents your name & phone number so that you can update the resident's contact information.
- Contact new residents to give them the information package and to get their contact information.
- Send an email 7 days prior to the monthly meeting to all board members & RCR representatives of the upcoming meeting. In the email ask that you be notified 3 days prior to the meeting if there is anyone who is not attending.
- Advise the Chairman 3 days in advance how many board members will be attending in case the monthly meeting needs to be cancelled due to lack of quorum.
- Carry out any communication-type activities that the Chairman asks you to do.
- Actively participate in the monthly board meetings.
- Assist with newsletter if needed.
- Assist with yearly mailings or with the accountant.

Operations Manager

Job Description:

The Operations manager acts as the interface between the Wintergreen Water Co-op Management board and the Operator. His responsibilities also are as defined in the Wintergreen Water Co-op- Wintergreen Resorts Agreement in respect to interfacing with the resort and its relationship to the co-op as far as water use under the municipal and snow making licenses held with Alberta Environment. A relationship is also held with the water treatment plant operator to operate and maintain a water system delivering water to the residents and resort that meets the Alberta Environment guidelines and regulations.

Responsibilities:

- The Operations Manager is responsible to fulfill the functions and duties as set out in the Co-op- Resort Agreement.
- The Operations manager reports to the water co-op board on the operation and maintenance of the water treatment plant and distribution system.
- The Operations Manager is responsible with interfacing with the selected Engineer to develop and install the necessary modifications and additions to the water delivery system to deliver water to the residents meeting Alberta Environment regulations.
- The Operations Manager is responsible to report to the co-op board on all engineering findings and modifications associated with the water system and the implementation of the board approved system changes.
- The Operations Manager is responsible to interface with the Operator on all emergency or urgent changes or modifications required to the water plant to continue to supply water to the residents and direct the Operator in such decisions.

Authority:

- The Operations Manager will carry out such duties and exercise such authority as is stated in the co-op-resort agreement.
- The Operations Manager will give direction to the Operator in time of emergency on the action to be taken to maintain an acceptable water supply to the residents and resorts.
- The Operations Manager will direct the Operator in requesting any information or data required by the Board to properly fulfill their duties.
- The Operations manager may direct the Engineer or Contractor as required for modifying, adding to or changing the existing plant to meet new environmental regulations or meet existing consumption requirements.