

## REAL TIME MANAGEMENT

### Top 10 Board Resolutions

At New Year's time and year round, Boards need to make their own resolutions to ensure that their building runs as effectively and efficiently as possible. Below is a list of AKAM's Top Ten Resolutions for Boards. Be sure to consult with legal counsel before making any permanent changes to your building's policies and/or procedures.

1. Review and revise your building's policies. Resolve to look over each one of your building's existing policies, including security, subletting, sales, alterations, etc., to make sure they are in line with today's market environment.
2. Develop and distribute an updated House Rules document. The House Rules must reflect building policies, and while you're revising one, it pays to update the others as well.
3. Open the lines of communication. Bulletin boards and newsletters are great ways to keep building residents informed of building-wide issues. Use AKAM's Genesis System and Phone Broadcast Program to communicate with the whole building as needed.
4. Develop a five-year plan and projected capital budget. Be sure that all your building's structural elements have been inspected and evaluated, and put a five-year plan in place for upcoming repairs and capital improvements.
5. Take a critical look at your building's "curb appeal." Take a walk-through and discuss whether your lobby decor needs a face-lift or if the carpeting and wallpaper in the halls need to be replaced. Pay attention also to the sidewalk approach to your building.
6. Evaluate your building staff. Take an objective look at how your staff members are performing and make changes if needed.
7. Run more efficient Board meetings. Establish agendas and stick to them during meetings. Prepare for meetings and bring the necessary materials each time.
8. Become a more effective Board member. Take advantage of the informational programs and products offered by AKAM and other industry resources, many of which are free.
9. Avoid "Board member burn-out." Delegate jobs to committees and volunteers to avoid feeling over-burdened and to help you recruit successors to the Board.
10. Focus on results. Identify goals, establish timelines and deadlines, and work toward your objectives as a united front. Positive results will improve both your building operations and the confidence of your building's owners in their elected Board members.