

Dunolly 101 Session

➤ **Ways to Stay Informed and/or Get Involved:**

- 1) Contact AKAM Property Mgr. Chris Ardizzone or Superintendents
- 2) Contact DG Board Email: queries@dunollygardens.com
- 3) Attend Annual Shareholders' Meeting--May [*requires a 51% quorum of total shares to conduct Coop business*]
- 4) Attend Special Shareholder meetings (held as needed)
- 5) Contact Board Community Liaison: Ashley Cruce (ashley.cruce@dunollygardens.com) Shareholders' contact to volunteer for committees, for info on Talk to the Board Sessions, or when issues have not been resolved by AKAM Property Mgr. and/or Staff
- 6) Attend Talk to the Board Sessions: coordinated by Community Liaison every other month with 2-3 board members present for residents and Shareholders to ask questions, and/or bring comments to the Board.
- 7) Annual Social/Fundraising Events at Dunolly: Flea Market, Annual Garden Party, Children's Spring Planting Day, Children's Halloween Party, Holiday Lighting Party, and Staff Holiday Party.
- 8) Current Dunolly Committees:
 - a) Admissions Committee: Regina Landi (Chair/Board member) plus several appointed/invited members review applications for DG sales and sub-lets.
 - b) Garden Committee: Carole DeSantis (Chair)--members assist with gardening tasks and fundraising events throughout the year.
 - c) Technology Committee: Ashley Cruce (Comm. Liaison)--updating website: www.dunollygardens.com
 - d) Get Out the Vote (GOV) Committee (ad-hoc): Chair changes yearly; volunteers encourage attendance and obtain proxy ballots for Annual Meeting.

➤ **Co-op Documents Every Shareholder Should Be Familiar With/Have:**

Share Certificate, By-laws, Proprietary Lease, House Rules, Monthly Board Meeting Summaries and Board/AKAM memos, Annual Year End Board Memo & next year's Budget Summary (November), Annual Statement on Mortgage Interest Paid (for personal tax filing), Annual Board Election Notices (March/April), Annual Audited Financial Report (April/May), Rand Report (2009), and if applicable--Alteration Agreement and Work for Hire Policy.