



# BOD Newsletter

January/February/March  
2015

## Being a Board Member

Each year we are faced with encouraging homeowners to consider running for the Board of Directors. Serving on the Board can be a very rewarding experience. Following is an article that talks about serving on the Board. When we have a vacancy or invite owners to run for a position on the board, please consider your involvement!

The person who takes on the role of a community association board member is a special individual with many different motivations. These people may be public-spirited, single-minded, power-seekers or simply there because their spouses encouraged them. While several different motivating factors exist, one trait is shared by all. It's a kind of willingness to step out there and be all you can be, to borrow a phrase or two.

### **Take Charge as a Board Member**

Sitting on the board puts you in a position of risk, power, responsibility and visibility that singles you out as a player in this world. You're willing to take risks, action and responsibility. You see the value of being a part of what's happening rather than being a bystander; a part of the silent majority. You're willing to get out on the dance floor and do your best. When you're on the dance floor you've got to move your feet. As long as you're moving your feet, you're participating and learning and contributing. You get better as the months pass and then you begin to lead. You make a mistake or two and the passage of time makes it all right. Sometimes it takes a few more ticks of the clock than other times, but then there's always the Chubb directors and officers policy to fall back on. Take the lead and dance like nobody's watching. Feel the pleasure of working with a group of public-spirited neighbors trying to do the right thing for the community. Feel the pride and pleasure when things go right, the reward comes from inside.

### **Do the Right Thing**

Put your full feelings into the job and do the right thing. Do that which will allow you so sleep at night. They'll love you or hate you regardless of how careful you tread, so make your decisions and go forward. Recognize that this temporary situation in which you find yourself is a unique opportunity to significantly impact your community's lifestyle, your neighbor's well-being and, most importantly, your own sense of self-esteem and self-worth. Don't leave anything on the table. Don't look back with "shoulda, coulda, woulda". Do what you believe is best and live with the consequences. You'll be right most of the time and the miscues will resolve themselves.

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## Minimizing Meeting Mayhem

For many people, meetings are a fact of life. Whether it's a board or member meeting here in our association, a volunteer meeting at your child's school or a department meeting at work, being adept at participating effectively and managing meetings is a useful skill.

Sometimes one or two participants will dominate the discussion, steer it off topic and interrupt others, causing long, uncomfortable or unproductive meetings. Whether you're the meeting chair or a participant, there are techniques you can use to help engage others, limit intrusions and minimize distractions.

- **Table the discussion.** If a conversation is getting particularly heated, the chair or a participant can move to table the discussion for a later date. This helps clear the air and allows for a calmer and more meaningful conversation at the next meeting. It also sends the signal that debates will be conducted rationally and with respect.
- **Take it offline.** When a meeting attendee takes a topic off course, everyone's time is wasted. A good tool for the chair to use—or for another attendee to suggest—to get the meeting back on track is to invite the member to continue the discussion privately. Saying, "Let's take this offline so we can talk more," is an easy way to get back on the subject without alienating the sidetracked speaker.
- **Use the agenda.** The agenda is a useful tool for keeping a meeting moving efficiently. When a chair begins a meeting by saying, "We have a full agenda today," he or she sets the stage for productivity. Periodically referring to the agenda during the course of the meeting keeps all attendees focused on the discussion. If the chair doesn't have an agenda, ask the group pause a minute to create an informal agenda that simply lists the topics to be covered or goals to be accomplished.
- **Calling on members to engage more reticent members of the group and to balance the Steve?"** ensures that all members are valued and you don't have to be the chair to ask for others' opinions.

## MMG's Website Update

**For the convenience of all homeowners and Board Members, Metropolitan Management is in the process of updating its website.**

**The updates to the website should be completed shortly.**

**The updates will allow new homeowners or any homeowner who would like to make a change to their personal information to complete and submit a resident registration form online. Also, any homeowner with a maintenance request or concern will be able to easily complete and submit a work order. Last but not least, all Board Members will have access to a portal which will contain pertinent documents.**



*Under Construction*