

<b>Corn Hill Trustee responsibilities effective October 19, 2024</b>	
Respond to owners needs and requests	A monthly schedule will be developed – (see below)
Point of Contact for Town of Truro ( Con Com/BOH)	Laurie
Plan, lead facilitate annual owners meeting	Liz/Toby
Conduct periodic trustees meeting to track projects/committees	Liz/Toby
Identification and posting of docs on website	Nancy Ide (non-Trustee Volunteer)
Provider oversight of book keeper and financials	Toby/Trustees
Provide oversight and direction of Property Manager	Liz, Margaret
Coordinate opening/closing; water testing, owner communication/Property Manager coordination	Liz, Margaret
Point of Contact for Seaside Disposal	Margaret
Point of contact for CHCCA insurance needs / Kaplansky	Laurie & Liz
Point of contact for any real estate transactions	Liz
Maintain positive relationships with abutters (Nessa, Anson, Vivian, , Jeff new owners)	Laurie
Dog Policy Trustee Contact	Toby (970) 231-1160; wrightenv@gmail.com

<b>Trustee Monthly Contact/Response Schedule for 2025</b>			
<b>Jan</b>	Toby	<b>Jul</b>	Laurie
<b>Feb</b>	Jon	<b>Aug</b>	Liz
<b>Mar</b>	Jon	<b>Sept</b>	Liz
<b>Apr</b>	Margaret	<b>Oct</b>	Margaret
<b>May</b>	Toby	<b>Nov</b>	Margaret
<b>Jun</b>	Toby	<b>Dec</b>	Laurie

### Contact info

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