

## **Vision Statement**

***Scarborough Manor is...  
Westchester County's most sought after co-op community  
for 21<sup>st</sup> century living on the historic Hudson...***

### **Our Core Values Are To:**

- Enhance property values
- Improve and protect our property and infrastructure
- Maintain strong financial and cost effective management
- Promote a safe and comfortable environment
- Retain a dynamic and strategic-thinking Board
- Ensure a cohesive and engaged Community

### **Our Objectives and Strategies Are To:**

1. Maintain sound building structure and infrastructure
  - a) Develop a Five-Year Plan of Action to address building and infrastructure maintenance and upgrades
  - b) Adopt a preventive maintenance program
  - c) Employ consultants to help us research, define, establish and schedule projects in priority order
  - d) Use RFP and competitive bidding to seek best prices from qualified consultants and contractors
  - e) Secure appropriate financing with an objective to limiting assessments of Shareholders for project completion
  - f) Undertake projects with thought to minimum disturbance to the community
2. Ensure complex safety
  - a) Maintain and develop buildings, amenities, and grounds with Shareholder demographics foremost in mind
3. Pioneer green living and energy efficiency
  - a) Enact energy and water saving strategies
  - b) Promote energy efficiency in plant upgrades
  - c) Automate energy systems

4. Control operating and capital costs
  - a) Control and justify maintenance increases
  
5. Promote community cohesiveness
  - a) Use the Website as tool to show “what makes us shine” via Shareholder testimonials
  - b) Convey Board decisions to the Community by use of Website/email/paper in a timely manner
  
6. Develop best practices for Board operations, recruitment and communication
  - a) Create a dynamic, strategic-thinking Board that will result in an engaged and contented Community
  - b) Set high standards for Board membership and productivity so that Shareholders want to serve
  
7. Improve staff training

**Our Action Plan Is To:**

- A. PLAN and IMPLEMENT for INFRASTRUCTURE and ENERGY SAVINGS,  
BY:
  1. Completing the Façade project
  2. Installing Solar
  3. Upgrading to LED
  4. Deciding on Energy/Gas/Plant Upgrades and scheduling implementation
  5. Studying Cosmetic Improvements
  6. Arranging project financing

**B. ADOPT POLICIES and PROCEDURES for BOARD BEST PRACTICES and to CONTROL COSTS, BY:**

1. Establishing a process for selecting, interviewing and hiring consultants
2. Reviewing By-Laws and establishing governance guidelines
3. Developing and adopting policies and templates for RFPs, competitive bidding and contracts to ensure cost savings
4. Setting up streamlined policies and procedures for project management and Board supervision of projects
5. Establishing a contract review process and signing policy
6. Creating project teams headed by Board members expressing their areas of leadership interest
7. Holding open committee meetings
8. Reviewing and defining committee structure and establishing how Committees report to the Board
9. Defining roles of Board vs. Property Manager

**C. IMPROVE STAFF TRAINING, BY:**

1. Establishing a staff evaluation process that addresses how and by whom staff will be evaluated and that seeks to preserve, protect, train, and educate Staff

**D. PROMOTE COMMUNITY COHESIVENESS, BY:**

1. Completing the SMOC Website
2. Informing and educating the Community about solar/LED and upcoming energy plant and HVAC upgrades
3. Creating a team and methodology to recruit board members