

Blue Stem Ridge Home Owners Association

Board of Directors

Policy and Procedures

Adopted: August, 2013
Revised: September, 2015

Introduction

Smooth, Cohesive, Seamless Transitions

Our organization is known as the Blue Stem Ridge Home Owners Association (hereafter referred to as "Association").

The affairs of the Association shall be managed by the Board of Directors (hereafter referred to as "BOD").

The purpose of these Policies and Procedures is to provide specific guidance, unique to the Association. This is used to augment Association bylaws all of which provide guidance for incoming board members and a smooth transition from one year to the next.

Mission -- Objectives -- Ethics

Mission: The Association is the cornerstone of a planned residential community. The Association promotes the concept of "community" and protects the neighborhood's property value.

Objectives: The purpose of the Association is to provide for maintenance, preservation and control of the common areas within or adjacent to the tract of property described in the By-laws.

Ethics: The BOD recognizes that business relations on a professional level must be maintained on a basis of HONESTY and fairness.

Duties and Responsibilities of Officers and Directors

The Association is governed by the BOD which is comprised of not less than 3 nor more than 9 Directors. Officers shall be elected by the BOD to include the following: President, Vice President, Treasurer and Secretary.

ALL BOARD MEMBERS

- Commit to the time and efforts needed to perform board duties by attending board meetings.
- Uphold the Association's Mission, Objectives and Ethics.
- Comply with and adhere to the Association By-Laws.
- Must be in good standing; good standing is defined as dues are currently paid.

A. The **President** shall:

- The President shall set the agenda and preside over all meetings of the BOD.
- In the Treasurer's absence, the President shall be authorized to sign disbursements.
- The President shall facilitate all meetings to include an annual meeting for all members.

B. The **Vice President** shall:

- In the President's absence, the Vice President shall preside over all meetings.

C. The **Secretary** shall:

- The Secretary shall be responsible for the proper notification of Association meetings to board members and posting signage in the neighborhood entrances.
- The Secretary shall record the proceedings of the Association meetings.
- The Secretary shall maintain all the Association's official records including the Association's Policy and Procedures Manual.
- The Secretary shall submit minutes for review to the Association President, upon approval, minutes shall be posted on the website.
- Oversee production of the quarterly newsletter and send to webmaster for posting.
- Secretary shall mail all general correspondence.

D. The Treasurer shall:

- The Treasurer is charged with the responsibility and custody of the Association's bank account, assets and must accurately account for all transactions that take place within the Association's financial accounts.
- Deposit all funds collected within 72 hours.
- The Treasurer shall be the principal signatory on all disbursements.
- The Treasurer must maintain accurate records of the Association's income and expenses.
- Transactions must be reconciled with the Association bank statement each month and provide a report at each BOD's meeting.
- Treasurer shall send letters to any resident for late HOA dues at the following intervals: Feb. 28th for a 30 day notice, March 29th for a 60 day notice, and April 29th for a 90 day notice. Late assessments will be turned over to our legal counsel by May 29th if no payment has been received or payment arrangements agreed upon. Liens will be filed if no payment has been received after the attorney's notification.
- The Treasurer is required to submit documentation for a BOD year-end financial review.

E. DIRECTORS

Directors serve as committee liaisons or committee chairs and shall perform all other duties which may be prescribed by the Association By-laws. BOD's are unpaid volunteers who owe a duty to act in "good-faith" which basically means the director attempted to honestly and faithfully uphold his or her obligations in the Association's best interest. Directors owe the highest loyalty to the Association and may not improperly benefit at the expense or to the detriment of the Association in any way.

The BOD responsibilities include:

- Care, maintenance and enhancement of the physical property and common areas.
- Management of community finances.
- Risk management, including obtaining insurance and developing reserve funds.
- Establishment, enforcement and interpretation of rules and regulations.
- Preservation and promotion of community harmony.

Board of Directors

Board of Directors shall be elected for a term of three (3) years. Terms of office shall be from January 1st to December 31st with elections being held in odd numbered years. An elected Officer or Director may be removed after the third consecutive absences from scheduled Association board meetings. Any board vacancy may be filled by the BOD's to fulfill the remainder of the term.

Board Operations

The BOD's meetings are held the second Monday of each calendar month or on a quarterly basis whichever is deemed necessary to maintain an effective Association. Association meetings are open to all members except during executive session.

In an effort to maximize efficiency and effectiveness of our Association's board meetings the following ground rules apply:

- Be concise and on time
- Meet commitments
- Come prepared
- Be respectful of each other and recognize differences
- Speak one at a time when recognized to no more than 3 minutes
- Minimize interruptions