

Revised Governmental Process Policies of the Wood Creek Homeowners Association, April 2016

In April 2014, the Board undertook to streamline policy searches into two (2) categories: Governmental Process Policies and Policies of Special Interest to Homeowners. Some policies were included in both categories to ensure the policy could be found easily.

Now, two years later seems an appropriate time to relook all policies to ascertain those that perhaps could be eliminated versus those that may require updating/revising. No policies were deleted; eight (8) were revised to update and clarify the policies and make them consistent with current practices and with bylaw amendments approved by the WCHOA owners during the past few years.

16 Procedures for Election of Board Members

The following procedures for the election of Board Members augment those contained in the Declaration and Bylaws:

- The Chair of the Nominating Committee may run for reelection as a director.
- The Board will select the Inspectors of Election in advance of the Annual Meeting.
- Information about the candidates, an explanation of the voting procedure, a proxy and an envelope will be mailed to homeowners prior to the annual meeting.
- The election will take place at the Annual Meeting.
- If a homeowner is not present at the Annual Meeting, he/she may mail their proxy to the Board Secretary or give it to a homeowner who will attend the Annual Meeting.
- The results of the election will be announced at the end of the Annual Meeting.

History: Revised April 2016. **Revised policy reflects changes to the Bylaws of July 2014.** Previous changes to the policy approved 11/09/09. Supersedes Policies #16 OBS, #57 OBS and #93 OBS. New policy includes the provisions of these Policies that are not covered in the Declaration and Bylaws dated 8/9/04.

19 Guiding Principles for the Operations of Wood Creek

Wood Creek Owners, their families, the Association Board of directors and the Property Manager shall give and expect to receive courteous treatment from each other.

Owners shall receive a prompt, oral, written or electronic response to maintenance requests, requests for information or other communications to the Property Manager or the Board of Directors in accordance with the Association's communication policies.

Owners are invited to attend all meetings held for the purpose of the business and management of Wood Creek. Motions will be made and votes will be taken in open sessions. The Board will follow the generally accepted procedure of going into executive session when it is in the best interest of the community to do so.

Specific times will be allocated for Owners to address all Board and Annual Meetings for such a period of time as determined by the Chairperson within the constraints of the agenda. An Owner who wishes to speak to the Board should call the Property Manager prior to the meeting so enough time can be allotted for it.

The books, records and papers of the Association are available at the Property Manager's offices for Owners to read and review during regular business hours. Copies may be purchased for a reasonable price to cover the costs of copying and labor. Governing documents also are posted on the HOA website (www.woodcreekhoa.org) and can be printed from the website.

Minutes of Board meetings shall be available to Owners at the Property Manager's office and on the HOA website (www.woodcreekhoa.org) promptly after the Board meeting at which they were approved.

The Declaration, Bylaws and Board Policies are the rules under which we live and will be adhered to strictly.

History: Revised April 2016. **Changes are made at this time to reflect elimination of the bulletin board and development of a WCHOA website.** Previous changes to the policy approved 3/13/06. Originally approved 7/20/99 & 8/17/99. On 11/17/98 the Board received a petition signed by 72 Owners representing 43% of households requesting the Board incorporate a specified Bill of Rights into the governing documents of the Association. This policy incorporates most of the provisions of the Bill of Rights and adds a few additional provisions. Prior to its approval: (1) The Board sent a letter to the Owners on 5/24/99 that included the Bill of Rights, the changes the Board felt were appropriate and the rationale for making the changes, and (2) Solicited comments by including it as an agenda item at the Annual Meeting.

22 Board of Directors Responsibilities

- Strategic and long range planning.
- Establish Policies.
- Keep informed.
- Participate in Walk-Arounds.
- Contract for and evaluate the Property Manager's performance.
- Be responsible for the appearance, financial condition, character and quality of community life in Wood Creek.
- Communicate with Wood Creek Owners frequently.
- Respond to Owners' concerns and questions that cannot be resolved by the Property Manager
- Equitably and uniformly enforce the Declaration, Bylaws, and Board Policies of Wood Creek

History: Revised April 2016. Previously approved 3/13/06. Extracted from the General Policies and Processes document that was discussed 6/15/999, but apparently was never approved.

25 Long Range Planning Procedures

The Board of Directors updates the Association's Long Range Plan every year. The Plan is reviewed annually to assure that it remains effective and so that owners will know what is to be expected. Among subjects covered by the Plan are roof replacement, driveway and road repair/replacement, major painting, major landscaping, sidewalk repair/replacement, and sewer repair/replacement. Each year the Board incorporates the amount and timing of estimated costs in the Plan along with the assessments which would be needed to provide funds for the planned capital investments.

History: Approved by Owners at the 2016 Annual Meeting. Previously approved 3/13/06. Originally approved 11/18/02.

26 Annual Meeting Procedures

The Association Board Chair will chair the meeting.

The primary purposes of the annual Meeting are:

- Complete the nomination/election process.
- Update the Owners on the status of Wood Creek.
- Report from Property Manager.
- Report from Board.
- Present upcoming projects and current issues of concern.
- Invite questions and comments from owners.

Prior to the meeting each Owner will have received:

- The agenda.
- Bios of those nominated for the Board.
- Information on voting procedures for the election of Board members.
- A Ballot and special envelope to use for submitting the ballot either by mail or at the meeting.

History: Revised April 2016. Previously approved 3/13/06. Originally approved 11/18/02. Includes material from several obsolete policies.

56 Greeting New Owners

In addition to the Property Manager's welcome letter, a member of the Board will contact each new Owner promptly to welcome the new Owner to the community and to answer any questions.

History: Revised April 2016 to reflect current procedures. Previously approved 3/13/06. Originally approved 12/16/97.

78 Penalty for Late Payments

Payments of any assessment, whether maintenance or special, not made within 15 days of the due date will subject to late charges and enforcement as set forth in Section 5.07 of the Declaration. The amount of late charge will be in such amount or amounts as the Board deems reasonable, subject to the terms of Section 5.07.

History: Revised April 2016. **Revised policy reflects Section 5.07 of the Declaration.** Previously approved 3/13/06. Supersedes 78 OBS. This policy changes the date when a charge is imposed to agree with Section 5.07 of the Declaration.

87 Formation of Ad Hoc Committees

Committees are authorized by Article VII of the By-Laws.

1. Difference between Standing—intermittent (SI) and Ad Hoc (AH)
 - a. SI has recurring function, but not constant.
 - b. Examples of SIs: Architectural Standards-Variance, Nominating.
 - c. AH is a task-specific committee sponsored by the Board.
 - d. Examples of AHs: Social (Holiday, Picnic, BBQ), Web Development.

2. Guidelines for formation of Ad Hoc committees.
 - a. Task specific project or purpose, by resolution of the Board.
 - b. Time table established for the committee.
 - c. Board appointed committee members.
 - d. Each committee will have at least three members. One must be a Board member. Board member does not have to chair.
 - e. Committee expires when task is completed.
 - f. Committee makes report/recommendation for Board approval and acceptance, if necessary.

History: Revised April 2016 to reflect current procedures. Previously approved 3/13/06.

Originally approved 6/19/01. Amended to include requirement for at least 2 Owners (to conform to 8/9/04 Declaration.)