



Pinecrest Subdivision Homeowners Association

Board Rules for Conducting Business

1. Purpose

- A. The purpose of this document is to define the rules for conducting business by the Board. This document is subordinate to the Association's "Declaration of Covenants, Easements, and Restrictions for Pinecrest Subdivision".
- B. This is a living document, and may be changed as necessary, via motion, and a majority vote of the board.

2. Conduct

- A. While conducting Association business, board members primary responsibility is to the residents of Pinecrest Subdivision. Board members will conduct business to promote the recreation, health, safety, and welfare of the residents.
- B. Board members will reveal any relationships that may exist in the course of conducting business, to avoid conflict of interest.
- C. Board members will show respect for people by only criticizing ideas, and not the person.
- D. Board members should avoid being disruptive, by repeatedly reintroducing items the board has already voted on.
- E. Board members should show respect for member's time, by being brief and to the subject / issues.
- F. Board members must realize that board processes are often dependent on two or more members completing assignments in a timely, accurate, and complete manner. Members have to work together, and be responsive.

3. Schedule

- A. A schedule for monthly meetings, for the following year, will be made at the December meeting.
- B. A meeting may be cancelled with a majority vote of the board.
- C. Meeting time will be limited to 2 hours. Only a majority vote of the board may extend this time.

4. Attendance

- A. Any board member missing 3 meetings per annum will be counseled by the President.
- B. Any board member missing 5 meetings per annum will be subject to a member vote for removal from the board.
- C. The former items will include special meetings in the tally.

- D. Attendance will be recorded by the Secretary.

5. Minutes

- A. Minutes are to be recorded by the Secretary. If the Secretary is absent, minutes will be taken by the Vice President..
- B. Minutes will normally be brief on each subject. There is no need for the minutes to contain lengthy discussion dialog.
- C. The minutes will be distributed to board members at least one week prior to the following month's meeting.
- D. The minutes should be organized into sections for treasurer's report, items voted on by the board, pending items, action items, the architectural committee report, and other items
 - a. Treasures report will be prepared by the treasurer. It will contain a listing of the previous month's beginning balance, revenue, expenses, and ending balance. A paper copy will be given to each board member. An electronic copy will be provided to the Secretary for inclusion in the minutes.
 - b. Items / motions voted on by the board are recorded by the Secretary. These will be incorporated into a book to provide reference for all items voted on and concluded by the board. This book will appended with each meeting.
 - c. Pending items are discussions by the board, not disposed of, not assigned as an action item, and purposely deferred by the board to a future date.
 - d. Action items are those tasks assigned to board members for completion outside of the meeting. Action items will include a description of the task, members responsible, and a projected completion date.
 - e. The Architectural Committee report will contain a summary of resident activity for approvals and notices. It will also include requests for a full board vote on ambiguous items. There is no need to vote on these items between meetings.
 - f. Other items are those that do not fit into the previous categories.

6. Meeting

- A. Quorum: Three of five board members present constitute a quorum. A quorum must be present to conduct a meeting.
- B. The meeting is chaired by the President. The Vice President will chair in the absence of the ¹President.
- C. The order of business is:
 - a. Motions for urgent business which requires a majority vote.
 - b. Treasurer's report
 - c. Pending items
 - d. Action Items
 - e. Architectural Committee report
 - f. New Business
 - g. Adjournment²

8. Special Meetings

- A. Special meetings can be called by the President or a majority of the members

9. Contracted Work

- A. The work and requests for bids will be defined by the board.
- B. The board will assign a member, or committee, the responsibility to solicit bids.
- C. Normally a minimum of three bids will be collected, and presented to the board.

- D. Contracted work will be approved by a majority vote of the board at regularly scheduled meetings. An exception can occur if the contracted work must be executed prior to the next meeting. In this case the presentation of contractor bids and board vote may be conducted by email or telephone.
- E. All relationships that may exist in this process must be revealed to avoid a conflict of interest.

10. Account and Expenses

- A. The Association's account should be established to have internet access to view transactions. This access will be available to the President, Vice-President, and Treasurer.
- B. Withdrawals are only allowed by check.
- C. Checks are normally made out and signed by the Treasurer. The President or Vice-President is the alternate choice.
- D. Bills will be paid and mailed within one week of receipt. Deposits will also be completed within one week.
- E. Expenses by board members less than \$50, incurred during the conduct of Association business, will not require pre-approval.
- F. Member expenses greater than \$50, and up to \$300, require approval by both the Treasurer and President.
- G. Member expenses in excess of \$301 are not allowed.
- H. Members may request a check in advance, using the approval process above, for expenses. This is akin to a cash advance. When submitting the actual receipts, the member's expenses will be offset against this advance.

11. Removal, Discipline, and Replacement of a Board Member

- A. A board member may resign at any time.
- B. Removal or discipline of a board member must occur at a special meeting.
- C. The member must be notified of the charges, meeting date, time, and place, at least 24 hours in advance.
- D. The member is automatically suspended pending board action.
- E. The meeting sequence will be presentation of the charges, response from the accused member, departure from the meeting of the accused member, a board vote (which requires a 2/3 majority), and notification to the accused member.
- F. Discipline may include reprimand, suspension, or removal.
- G. A vacancy on the board may be filled by appointment of a resident in good standing, and a majority vote of the board.

12. Front Entrance

- A. The quality and frequency of contractor work at the front entrance will be managed by the Architectural Committee.
- B. Contracted work will include lawn cutting, fertilization, weeding, trimming, planting, and Christmas lighting.

13. Undefined Procedures

- A. Processes requiring future definitions should be defined by the board. Roberts Rules may provide guidance in this definition.³