

MANUAL OF ADMINISTRATIVE RULES SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1

INTRODUCTION

ARTICLES VIII, paragraph 8.2, of the Amended By-laws of Summerfield Townhouse Service Association #1, revised June 17, 1993 provides for the adoption of administrative rules and regulations governing the details of the operation and use of the common elements. Over the previous years of the existence of STSA#1, numerous judgments and decisions by previous Boards of Directors have appeared in the minutes of the Board meetings. These judgments and decision have determined policies and procedures that have been continued informally since their original appearance in the minutes.

This Manual of Administrative Rules outlines the job descriptions of the officers of the association, and lists policies and procedures the association performs for its owners. The Manual also lists those items that the association does not pay for, or perform, for its owners. Items not listed in this Manual are the responsibility of the individual unit owner.

This Manual is a reference for all Board Members and owners to answer questions that arise and decisions must be in agreement with the By-laws. Any changes to the Administrative Rules will be published and become part of this Manual.

Future members of the Board of Directors should record all additions and amendments to the Manual as they occur so the Manual is always current.

Paragraph 8.2 provides that these administrative rules and regulations may be amended by Board action at a meeting with notice given to unit owners of the meeting and a statement in the notice that the amendment will be considered.

Approved May 1999
Revised May 2015
Revised May 2016
Revised July 2017

**MANUAL OF ADMINISTRATIVE RULES
SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1**

ADMINISTRATIVE DUTIES OF THE DIRECTORS

Reference

See Article 8.2 of the STSA #1 By-laws

The Board shall adopt Administrative Rules and Regulation governing the details of the operation and use of the common elements.

- ***Nominating Committee:***

The President, with the approval of the Board, shall appoint, no later than the April 15th of each year, a Nominating Committee to consist of 3 persons. The committee shall nominate at least one person for each vacancy. The candidates, if elected, should be willing to actively participate in the duties of the Board. Names of the nominees shall be given to the Board no later than the third Wednesday in May. The Nominating committee will be charged with the responsibility for distributing ballots and handling the election at the annual meeting.

- ***Duties of the President:***

The President shall be the Chief Executive Officer and have general and active charge of the management of the Service Association, subject to control by the Board of Directors. When present, he/she shall preside at all meetings of the directors. The President shall have the power to appoint and discharge agents and employees, subject to the approval of the Board of Directors. President shall sign all approved contracts, along with the Secretary. The President shall, each year, prepare Clubhouse Use Application Forms for Board meeting dates and times for the entire year, and submit the forms to the SCA Clubhouse Committee for approval. Within two weeks after the Annual Meeting of the Townhouse Association, the President shall conduct an orientation session for newly elected Board members.

- ***Duties of the Vice-President:***

The Vice-President shall, in the absence or disability of the President, exercise the powers and perform the duties of the President. The Vice-President shall also exercise such other powers and perform such other duties as shall be prescribed by the Directors.

- ***Duties of the Secretary:***

Reference: Article 9.7 of the STSA#1 By-Laws

The Secretary shall take the minutes at the regular Board Meetings, Annual Meeting, and Special Meetings. He/she shall make and distribute copies of the minutes to every townhouse, by mail or e-mail. He/she shall keep all Board minutes and other written records. He/she shall prepare written reports as requested by the Board. The Secretary shall give owners notice of special meetings. (See By-Laws Article VII, Section 7.3)

- ***Duties of the Treasurer:***

The Treasurer shall account for all the monies the Service Association receives and disperses, and shall deposit all the monies in the name of and to the credit of the Service Association in such banks and depositories as the Board of Directors shall designate, subject to withdrawal in the manner determined

by the Board of Directors, and shall safely keep all valuables of the Service Association. The Treasurer

shall furnish the Board with monthly reports, quarterly reports, and an annual report at the annual meeting. He/she is responsible for paying the estimated taxes and for the filing of the income taxes annually. Routine recurring expenses (utilities & landscaping) may be paid as they fall due without any further Board approval. All other expenses shall require Board approval before payment. The signature of two officers shall be required on any check.

The Treasurer, with Board approval, shall be responsible for the calculation of the increase or decrease in monthly owner assessments when deemed necessary, and also of informing the members of the Association of that amount. It is the duty of the Treasurer to account each month for the collection of the monthly assessments of each unit owner. The Treasurer, along with the Board Members, is responsible for the preparation of the budget and the update of the Reserve Study for the coming year, which is to be presented for approval at the January meeting.

- ***Duties of the Member-at-Large:***

The Member-at-Large is a new position as of June 2017. The Member-at-Large is a member of the Board with voting privileges, but is not authorized to sign checks, and will serve a two-year term.

Members-at-Large do not have a specific list of duties, rather they serve the Board's strategic needs as determined by the President at any given time. Members-at-Large may have various responsibilities and projects—short or long term—during their elected two-year term.

The President will appoint two additional persons to function under the direction of the Member-at-Large, one to be in charge of maintenance, and one to be in charge of landscaping. The Maintenance and Landscape Managers will not be voting members of the Board. Since these two positions are not voting members, they can be filled by a spouse or joint resident of a current Board member.

Below are the duties of the Maintenance and Landscape Managers, as overseen by the Member-at-Large:

Duties of the Maintenance Manager (not a member of the Board):

The Maintenance Manager is responsible for the exterior maintenance of the units. He/she is responsible for obtaining three bids for any jobs where potential contractors are unknown, plus overseeing the jobs that have been let out to contractors. Each year, preferably in the Spring, he/she, in conjunction with the Member-at-Large, shall conduct an inspection of the roofs, gutters, and siding to determine areas that need maintenance or repair. He/she, along with the Member-at-Large shall be active in the preparation of the budget, as it relates to the costs of future exterior projects. Roofs will be inspected for moss growth. After storms, the Member-at-Large and Maintenance Manager will inspect the roofs for blown off shingles. Roof leaks (not blown off shingles), are to be classified as an “Emergency Situation” and be promptly repaired.

Duties of Landscape Manager (not a member of the Board):

The Landscape Manager is responsible for the general appearance of the grounds. He/she is the contact person between the unit owners and the independent landscaping contractor, but the Member-at-Large is responsible for the proper execution of the landscape contract as written and accepted by the Board. In addition, a property owner may choose to hire the services of an additional landscape contractor to do work on their own property and at their own expense. The Member-at-Large and the Landscape Manager will consult with the contractor concerning the date in the Spring that the sprinkling system

will be turned on (approximately April 1, depending on the weather.) In the fall, at the end of the sprinkling season, the Member-at-Large will notified the water bureau that the water has been turned

off for the season (approximately October 15, depending on the weather). The Member-at-Large will notify the Treasurer of this action. Both the Member-at-Large and the Manager will be aware of the location of the master turn-off valve for the sprinkler system. The Member-at-Large, along with the Manager, shall be active in the preparation of the budget as it relates to the estimate of costs for future landscape projects. The Member-at-Large and the Manager will meet weekly with the contractor, as needed. The Member-at-large and Landscape Manager will conduct an annual inspection to inventory any overgrown shrubs and trees.

Areas located between the end units are the property of the adjoining units. Any walkways (gravel, etc.) are to be replaced or repaired by the unit owners. Lawns and shrubs in these areas are maintained by the landscape contractor as in any other areas outside the courtyard.

ADMINISTRATIVE RULES

Insurance: Refer to By-laws, Article VI

- **How much is deductible?**.... \$10,000 per occurrence. The unit owner/or owners pay the first \$10,000, and the balance is submitted to the insurance company for payment. It is at the Board's discretion as to whether or not they file a claim.
- **What is covered under the policy?**....All fixed items that are in the house at the time of purchase, and that you would not take with you when you leave.
- **Accidental Damage**.... \$10,000 per occurrence.
- **Note: Members shall not act on their own in regards to any decisions affecting the Association or the expenditures of any monies for damages—with the exception of emergency situations to prevent further damage.**
- **Negligent damage**....If damage occurs where an owner has not exercised ordinary care and prevention, the owner pays the total cost of any repair.
- **Flood**We have no flood insurance. Any water entering from the outside from overflows is not a covered claim.
- **Maintenance**....Insurance does not cover maintenance issues.

Items that are paid by STSA#1

Refer to By-laws, Article V., exterior maintenance

- Replacement of light bulbs and glass panels for street post lamps; installation of photo sensors controlling the light over the mail slots. Installation of the photo sensors must be done by a licensed electrical contractor hired by the Maintenance Chairman, or can be done by the homeowner.

Items that are not paid by STSA#1

Refer to By-laws, Article V, exterior maintenance.

- Repair or replacement of any additions to the original structure, such as patio covers, courtyard additions or covers, skylights, solar tubes, decks, greenhouses, attic fans, and sprinkler systems not connected to the main sprinkler system.
- Maintenance or repair of driveways, walkways, gates, brick walls, landscaping and plantings within the patio or courtyard areas; the washing, maintenance and replacement of glass surfaces; and the repair or replacement of garage doors. The cost of painting the garage doors is borne by the unit owner unless this is required at the time of regular painting. (Paint is furnished by the Association.)

- Bark dust or other ground cover is not paid for by the Association. Discretionary distribution of ground cover is the choice of the unit owner.
- Maintenance, repair, or replacement of all underground utilities servicing the unit that fall between the street and the unit. This includes, but is not limited to, the electrical, gas, water,

telephone, TV cable, electrical conductors, and storm and sanitary sewer lines.

Procedures that require a vote of the Board, including:

- Contracts *
- New procedures
- Changes in policy
- Changes in assessments or financial policy
- Any time a Board member presents an issue that requires a vote of the Board, such as indicated above, all Board members need to be given the opportunity to review the material to be presented at least a week prior to the Board meeting. Such a preview would give Board members the opportunity to be fully informed on the issue prior to voting.

* **Request for Quote (RFQ)**: When seeking quotes from potential providers, the Board member must provide each with the same list of requirements so the Board will be looking at and comparing the same services from each. The age of a RFQ should not be older than 90 days.

Rules and Regulations regarding Actions of Directors:

The following resolution is adopted the 20th day of January, 2016, by the Board of Directors of Summerfield Townhouse Service Association #1.

Article 8.0 - Regarding duties of the Board members. The bylaws indicate the following: "A Director may be recalled from office as director by petition signed by at least 25% of the qualified electors, turned over to the Association President. Within 30 days a special meeting of the Association shall then be held for this purpose and the notice of meeting shall state that it is for the purpose of voting for or against the recall. However, only one Director may be recalled at one election." As questions may arise regarding the actions of Directors, the Board feels the need to clarify this provision of our bylaws.

Action of Directors

Each Director will:

- At all times obey the rules of the Association, even if they disagree with them.

- * Avoid self-dealing and will place the Association's interests above their own personal agenda.

- Cooperate with the other directors and follow the rules of decorum and parliamentary procedure for every meeting, and act in a courteous and civil manner toward fellow directors, homeowners, employees and contractors of the Association.
- Not divulge confidences or sensitive information to non-directors.
- Not attempt to micro-manage or interfere with the management of the Association or the performance of Association contractors.
- Always act within the scope of their authority as a director and in the best interests of the Association.
- Be sensitive to individual differences, respectful of dissenting opinions and cooperative in implementing the will of the majority of the Board.
- At all times make a full disclosure of any potential conflict of interest, refrain or abstain from voting on any issues that would provide them a direct economical benefit, and at all times avoid even the appearance of impropriety.
- Not make public statements without the express authority of the Board.
- Understand that no director has any authority to act independently and that all Board member responsibilities are a direct result of the approval of the Board.
- Understand that as a director of a not-for-profit corporation, will not directly intervene in any homeowner disputes.
- Recognize that they are a fiduciary on behalf of all owners and in all decision-making by the Board will attempt to use sound business judgment.

Enforcement:

In the event that a Director cannot faithfully fulfill his/her duties as a Director, they shall submit their resignation from the Board. In the event they violate any of these provisions outlined above, they can be suspended or removed from their duties as a Director.