

Deer Lake Run

Board Expectations & HOA Policies

12/20/2020

Ethics & Teamwork

In an effort to promote open discussions and decisions that will benefit the community, Board members agree to the following:

- Complete any training that is required by Florida Statute regarding service on a HOA Board
- Read and understand all HOA legal documents.
- Prepare for Board meetings by reviewing minutes of previous meeting, financial documents, Property Report, and other communication related to Board meetings
- Conduct Board meetings in a professional and organized fashion
- Listen to and consider the opinions of others with an open mind, even when we disagree
- Support Board decisions, even when we personally disagree
- Attempt to achieve consensus with each other, whenever possible, while understanding that it may not always be possible to achieve
- Maintain transparency in our relationships with each other and homeowners, except where confidentiality is required by law
- Maintain confidentiality of information when appropriate to protect the privacy of any homeowner
- Be supportive of community events
- Address any concerns with fellow Board members in a direct, constructive, and polite fashion
- Avoid perpetuating or acting upon anonymous reports or rumors
- Refrain from engaging in gossip about each other or any homeowner
- Attempt to keep emotions and personal opinions in check when making decisions that affect the entire community

HOA Board Policies

The following policies have been adopted by the Board. They are to be followed by subsequent Boards unless a policy is changed by a Board vote.

Emergency Expense – Gives the President or Treasurer the authority to approve an expense of up to \$500.00 without Board approval. This authority should be used when a situation occurs that cannot be delayed until a scheduled or special Board meeting can be held. Any expense should be communicated to the Board as soon as possible and included in the minutes at the next Board meeting.

Account Receivable Write-off – The Treasurer is given authority to write off any Homeowner balance under \$25.00 to Account Receivables due to interest accrued on the late payment of annual dues.

ACC Guidelines and CCR (Covenant, Conditions and Restrictions) Clarification – Any change must include a 14-day advance notice to homeowners before a Board vote.

Facebook – The community page for Deer Lake Run is a social media tool is not under HOA control. The Board has no control on postings or content. The community page is not to be used for official communication to homeowners, however any Board member can post. Posting information about upcoming Board meetings is allowed but not does constitute official community notification.

Minutes – Minutes, after approved by the Board are to be distributed to homeowners that make a request to the property management company.

Financials - Financials, after approved by the Board are to be distributed to homeowners that make a request to the property management company.

Property Report – The Property Report is not to be distributed to non-Board members. The Property Report contains information that such as names, addresses, and reported violations that would violate the privacy of our homeowners if made available to the public. Information on the Property report is to be considered confidential.

Community Newsletter – Is considered an appropriate form of official homeowner communication and can be used for legally required homeowner notification. When used for official notification, a separate mailing is needed for non-resident property owners or homeowners that do not receive the newsletter electronically.

Standards for Determination of a Violation

Ground Maintenance - No more than ten feet by ten feet (10' x 10') of the total yard (grass) that is visible from the street shall be dead, dying, or in a distressed condition at any time. This amount will be used as a guideline only for issuance of a violation letter to the homeowner.

Roof Mildew - No more than one third (1/3) of the total roof shall be covered with mildew at any time. This amount will be used as a guideline only for issuance of a violation letter.

Parking - The definition of a similar recreational vehicles shall not include Class B registered vehicles parked in a driveway that indicates occasional use for transportation.

Failure to Submit a ACC Approval Form Prior to Starting a Project - The Board of Directors hereby authorizes the management company to follow the procedure.

Upon notification from the ACC or Board that external work has been performed on a property without submission of the appropriate documents to the ACC, a letter will be sent to the homeowner requesting the submission an ACC review request form. In addition, a notice of Violation letter will be issued with a "notice of intent to fine" letter including a Board of Directors meeting date at which time a fine will be considered by the Board of Directors. Violations will be subject to a fine of up to \$100.00.

Should a fine be imposed, a letter to the homeowner with instructions of how to appeal fines through the Compliance Committee will be sent. If the committee, by majority vote, does not approve a proposed fine or suspension, the proposed fine or suspension will not be imposed.

Should the Compliance Committee uphold the fine, the fine will be applied to the homeowners account as a special assessment and subject to lien.