

Sandy Point Homeowner's Association

Roles and Responsibilities For Board Members and Committee Members

Procedures for Maintenance of Meeting Minutes and Recording of "Acts of the Board"

Sandy Point Homeowners Association
Version 1.3 2021

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DOCUMENT REVIEW AND APPROVAL

Version Number	Date Approved	Changes
Ver 1.0	27 October 2005	Updated to include new materials
Ver 1.1	01 February 2006	Updated with <ul style="list-style-type: none">• Nominating Committee R&R• a set of procedures for keeping minutes of Board Meetings & tracking decisions and resolutions
Ver 1.2	25 August 2006	Update to include Rules of Conduct for Board members
Ver 1.3	02 March 2021	Updated to reflect current practices

RULES OF CONDUCT FOR SANDY POINT BOARD MEMBERS

The Sandy Point Board of Directors plays a key role in the healthy functioning of our condominium community. They have been elected, in trust, to provide directions to benefit the entire community. As trusted fiduciaries, the board touches all areas of community life – including finances, maintenance, administration and governance. Their decisions determine, in large part, the quality of life within our community. To assist them with a better understanding of their responsibilities the following Mission Statement and Rules of Conduct are promulgated.

Sandy Point Mission Statement

The Sandy Point Mission Statement outlines the goals and objectives the elected members of the Board will strive to support and achieve for the community. To promote and sustain a healthy sense of community the Sandy Point Board of Directors will ascribe to this Mission Statement:

- That Sandy Point becomes a community that promotes a lifestyle of excellence
- That the community is a beautiful, well-maintained and safe community embracing cultural diversity and promoting harmonious relationships
- That the Board is committed to the well-being of its members
- That the Board is comprised of proud, supportive, and responsible members who are active in both Sandy Point and the civic affairs of the greater community
- That the community is financially sound and responsive to the changing needs of its members

Rules of Conduct for Board Members

The Rules of Conduct are a set of guidelines that are meant to help Board members understand their responsibilities and assist them so they can perform their singular role on behalf of the community as an Officer, Committee member, or member at large, but always aware they are part of a comprehensive nine member team.

The general rules of conduct for board members are:

- To be open and flexible to diversity and change; tolerating and welcoming both.

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- To be sincere about one's interest in others.
- To be willing to abide by and support group and community agreements
- To be willing to pursue group goals – trusting that individual needs will be served in the context of community.
- To be willing to assert oneself – taking initiative within the bounds of group decisions or community rules and when necessary, disagreeing with the conduct of others.
- To be willing to practice skills that enhance the development of a healthy community – including but not limited to communication, conflict resolution, and decision making.
- To be committed to see it through – willing to stay with the group despite conflicts.

**Process for Resolution of Complaints or
Misconduct of a Board Member.**

When the conduct or acts of a Board member are alleged to be not in compliance with the expected rules of conduct the Board of Directors will follow a defined process to resolve the question and determine if sanctions are needed or appropriate.

- The alleged misconduct must be made known to the Board through direct knowledge or through a written complaint from a resident
- A quorum of current elected Board members will review the allegation, using all available means to determine the facts and circumstances. The outcome of this review will be presented at the next scheduled Board meeting for consideration by the Board. If a simple majority of Board members determine that misconduct has occurred the actions open to the Board would be:
 - First offense - the offending Board member will be notified in writing by the President of the Board of the outcome of the review and the decision of the Board related to the alleged misconduct. Depending on the severity of the offense, a majority of the Board can make a decision to remove the member under the provisions of

Article IV – Section 3 of the Sandy Point Bylaws. Or the Board may

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choose to advise the offending member and ask them to modify their future actions accordingly. If the Board decision is to not remove the offending member they will be considered to be on probation for a period of time to be determined by the Board of Directors and noted in the written notice. These actions and decisions of the Board will be recorded in the minutes of the Board meeting.

- Second offense – A second offense by the same Board member would be considered a violation of the probation and would present cause for removal under the provisions of Article IV – Section 3 of the Sandy Point bylaws. The Board of Directors will review the case and issues at the next scheduled Board meeting and the actions and decisions of the Board will be recorded in the minutes of the Board meeting.
- Third offense – The occurrence of a third incident will be cause for immediate removal under the provisions of Article IV – Section 3 of the Sandy Point Bylaws.

COMMITTEE ROLES & RESPONSIBILITIES

The Roles and Responsibilities for each of the active committees were originally documented by the Board of Directors during the first quarter of 2005. This document has been updated in 2021 using input from previous Board members and relying on a history of practical successes (what has worked well, and what has not). The resulting Roles and Responsibilities document outlines the major responsibilities for elected members of the Board as well as the responsibilities for non-elected volunteers that may be asked to support one of the Committees. This document is the foundation for answering questions about what is expected of a committee or its members and for passing consistent and accurate information regarding individual responsibilities of committees on to future Board members.

The Sandy Point Declaration of Covenants, Conditions and Restrictions and Bylaws requires only one committee, that being the appointment of an Architectural Control Committee. Other committees may be appointed by the Board of Directors as deemed appropriate in carrying out its purposes. By actual practice and customs developed over the history of our community, the Sandy Point committees are:

- Architectural Control Committee
- Building Committee
- Grounds – Landscape Committee
- Finance Committee
- Communications Committee
- Nominating Committee

ARCHITECTURAL CONTROL COMMITTEE

Architectural Control Committee Structure

An Architectural Control (ACC) Committee will be established under the provisions of Bylaws of Sandy Point (SP), Article IX, Section 1, and ARTICLE IX – Committees. The ACC Committee will consist of not less than three (3) members appointed by the Board of Directors with at least one of those members being an elected Board member. The Objectives and Responsibilities of the ACC Committee are outlined below.

The ACC Committee may also have residents who volunteer to assist the elected members of the ACC committee as deemed appropriate or when requested by the Board. The number of resident volunteers will be determined by the elected members of the committee based on the scope and need for support in approving ACC projects. The term for each volunteer will be determined on a project by project basis. The resident volunteer(s) will serve as non-Board member(s) and will have no authority to establish policies, authorize expenses, or otherwise execute the responsibilities specific to elected Board Members.

Objectives of the Architectural Control Committee

1. Seek to raise all SP property owners' asset value by objectively applying the maintenance and construction standards for structures at SP.
2. Objectively evaluate ACC Requests from SP property owners in a timely and professional manner.
3. Evaluate the proposed scope of work for conformity with SP standards for materials, methods and workmanship.
4. Communicate the ACC Request's status to the SP property owner. Issue SP Building Permits as required.
5. Keep the SP Board advised of all ACC Requests and their status.
6. Maintain files for ACC Request changes

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Architectural Control Committee Responsibilities

Elected Board Member(s)	Resident Volunteer(s)
One of the elected Board members will serve as Chairperson for the ACC Committee and act as liaison between the Board Members and the SP property owners regarding ACC issues. In cases of temporary unavailability of this Chairperson, the Board representative to the Building Committee will serve as temporary Chairperson. A Board member must sign off on all ACC projects	Assist the ACC Chairperson with project evaluations as needed
The ACC Chairperson will maintain the ACC Control Log and provide a report to the SP Board at every Board meeting about ACC activities, issues, status and concerns	Assist the ACC Chairperson with expertise where the volunteer has insight or unique experience.
The ACC Chairperson will provide an oral report of the past year's activities at the Sandy Point Annual Meeting	
Review and approve all ACC projects following established ACC approval processes. The review is done in consultation with the other committee members or volunteers as required	Provide input and/or expertise as needed to support the fair evaluation of an ACC request
Maintain oversight of ACC projects for quality and adherence to project specifications.	Assist the ACC Committee with oversight of maintenance or repair projects as needed or when requested
Assist the SP property owner as needed to coordinate the project with the contractor during all phases of the project	Assist the ACC Committee with recommendations on materials, methods and workmanship as needed or when requested by the ACC Committee
Determine and collect ACC project deposits, if applicable from SP property owners and forward to Management	
Assist the SP property owner obtain their deposit, if applicable, when approved projects are completed per	Consult with the SP Board as needed in this process

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the approved ACC Control request and project specifications	
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BUILDING COMMITTEE

Building Committee Structure

A Building Committee may be established under the provisions of Bylaws of Sandy Point, Article VIII, Section 8, and ARTICLE IX – Committees. The Building Committee will consist of one or two elected Board members. The Objectives and Responsibilities of the Building Committee are outlined below.

The Building Committee may also have residents who volunteer to assist the elected members of the committee as deemed appropriate or when requested by the Board. The number of resident volunteers will be determined by the elected members of the committee based on the scope and need for support of approved projects. The term for each volunteer will be determined on a project by project basis. The resident volunteers will serve as non-Board members and will have no authority to establish policies, authorize expenses, or otherwise execute the responsibilities specific to elected Board Members.

Objectives of the Building Committee

1. Seek to raise the investment value by maintaining the beauty and construction integrity of Sandy Point buildings, streets, parking areas, driveways and sidewalks
2. Draw on the results of a semi-annual inspection to set a maintenance priority list of “worst, first” repair projects
3. Implement a proactive program of maintenance projects, seeking long-term maintenance free alternatives
4. Maintain strict budgetary restraints on maintenance projects

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Building Committee Responsibilities

Elected Board Member(s)	Resident Volunteer(s)
Act as liaison between the Board Members and Management	Assist the Elected Board Members with projects as requested
Act as temporary Chairperson of the ACC when that elected Chairperson is temporarily unavailable	
Provide a report to the Board at every Board meeting about building, street, parking area, driveway and sidewalk maintenance activities, issues and other concerns	
Provide an oral report of the past year's activities at the Sandy Point Annual Meeting	
Assist Management with oversight of maintenance or repair projects when requested	Assist with oversight of maintenance or repair projects when requested
Perform a semi-annual inspection, and maintain a list of needed repairs and maintenance for all buildings, streets, parking areas, driveways and sidewalks	Assist with a semi-annual inspection and maintenance of the list of needed repairs and maintenance for all buildings, streets, parking areas, driveways and sidewalks
Act as the arbitrator to resident complaints not resolved by Management	
Serve as a consultant to the Finance Committee in determining the yearly budget for building maintenance expenditures	

GROUNDS-LANDSCAPE COMMITTEE

Grounds-Landscape Committee Structure

A Grounds-Landscape Committee may be established under the provisions of Bylaws of Sandy Point, Article VIII, Section 8, and ARTICLE IX – Committees. The Grounds-Landscape Committee will consist of one or two elected Board members. The Objectives and Responsibilities of the Grounds-Landscape Committee are outlined below.

The Grounds-Landscape Committee may also have residents who volunteer to assist the elected members of the committee as deemed appropriate or when requested by the Board. The number of resident volunteers will be determined by the elected members of the committee based on the scope and need for support of approved projects. The term for each volunteer will be determined on a project by project basis. The resident volunteers will serve as non-Board members and will have no authority to establish policies, authorize expenses, or otherwise execute the responsibilities specific to elected Board Members.

Objectives of the Grounds-Landscape Committee

1. Seek to raise the investment value by maintaining the beauty and aesthetic appearance of Sandy Point Common Areas and amenities
2. Implement a proactive program of grounds maintenance projects, seeking long-term maintenance free alternatives
3. Maintain strict budgetary restraints on grounds maintenance projects

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Grounds-Landscape Committee Responsibilities

Elected Board Member(s)	Resident Volunteer(s)
Act as liaison between the Board members and Management	Assist the elected Board members with projects as requested
Provide a report to the Board at every Board meeting about grounds maintenance activities, issues, and other concerns	Provide input and/or expertise in selection of grounds maintenance projects to the Grounds-Landscape Committee
Provide an oral report of the past year's activities at the Sandy Point Annual Meeting	
Review and approve all grounds and landscape projects, making sure that established Architectural Control and Grounds – Landscape guidelines are followed.	Assist the Grounds-Landscape Committee with grounds and landscape project evaluations when requested
Maintain a Grounds-Landscape Control Log of all Grounds-Landscape requests including those for new trees in Limited Common Area	
Maintain oversight of grounds and landscape improvement projects for quality and adherence to project specifications.	Assist the Grounds-Landscape Committee with oversight of grounds and landscape improvement projects
Perform a semi-annual inspection of the Common Area, and maintain an inventory of diseased and dead trees	Assist the Grounds-Landscape Committee with Common Area semi-annual inspection for diseased and dead trees
Perform a semi-annual inspection of trees and bushes in Limited Common Area and notify residents of concerns	Assist the Grounds-Landscape Committee with semi-annual inspection of trees and bushes in Limited Common Area

Facilitate daily opening and	Assist the Grounds-Landscape
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closing of pool and other specified duties requested by Management	Committee with daily opening and closing of pool and other specified duties as requested
Maintain oversight of pool furniture and facilitate cleaning of pool house	Assist the Grounds-Landscape Committee with oversight of pool furniture and cleaning of pool house
Inspect and maintain tennis/pickle ball courts and boatyard	Assist the Grounds-Landscape Committee with inspection and maintenance of tennis/pickle ball courts and boatyard
Facilitate set-up and tear-down for annual community events	Assist the Grounds-Landscape Committee with set-up and tear-down for annual community events
Facilitate installation and removal of Sandy Point holiday decorations	Assist the Grounds-Landscape Committee with installation and removal of Sandy Point holiday decorations
Act as the arbitrator to resident complaints not resolved by Management	
Serve as a consultant to the Finance Committee in determining the yearly budget for grounds and landscape maintenance expenditures	

FINANCE COMMITTEE

Finance Committee Structure

A Finance Committee may be appointed under the provisions of Bylaws of Sandy Point, Article VIII, Section 8, and ARTICLE IX – Committees. The Finance Committee will consist of one or two elected board members, one serving as Treasurer of the Board.

The Objectives and Responsibilities of the Finance Committee are outlined below.

The Finance Committee may also have residents who volunteer to assist the elected member(s) of the committee as deemed appropriate or when requested by the Board. The number of resident volunteers will be determined by the elected member(s) of the committee based on the scope and need for support of approved projects. The term for each volunteer will be determined on a project by project basis. The resident volunteers will serve as non-Board members and will have no authority to establish policies, authorize expenses, or otherwise execute the responsibilities specific to elected Board Members.

Objectives of the Finance Committee

1. Prepare an annual budget for the Sandy Point Homeowners Association.
2. Develop and maintain a long term financial strategy for the Association.
3. Maintain disciplined review of Association finances reporting annually to the Membership.

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Finance Committee Responsibilities

Elected Board Member(s)	Resident Volunteer(s)
The Treasurer will act as liaison between the Board Members, the Finance Committee, the SP residents, Management and investment vendors.	Act as advisors to the elected Board.
The Finance Committee will cause an annual budget be prepared for review and adoption by the Board of Directors.	Resident volunteers will gather information from Board Committee Chairs to develop an annual budget and act as an advisor to the Treasurer and the Board.
The Treasurer will review and monitor monthly SP deposits and disbursements, and report results to the SP Board at each Board meeting	Act in an advisory capacity to the Board treasurer in the review and oversight of SP finances
The Treasurer will assist Management in an annual audit of the Association Books to be made by a public accountant at the completion of each fiscal year.	Act in an advisory capacity on the audit practices and the audit results
The Finance Committee will establish, review and recommend the investment policy for SP monetary assets to be approved by the Board	Act as advisors to maintain an appropriate investment policy and the review of investment vendors
The Treasurer will prepare and present an annual statement of income and expenditures to the Association membership and distribute a copy to each member	Advise in the preparation and presentation of the annual statement
The Finance Committee will conduct an annual review of SP's long term financial strategy.	Develop and recommend amendments as needed in the long-term financial strategy
The Treasurer will prepare and provide an oral report of the SP financial status at the Annual Meeting	When requested, assist the Treasurer in preparing and reporting the SP financial status for at the Annual Meeting

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	Meeting
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COMMUNICATION COMMITTEE

Communications Committee Structure

A Communications Committee may be appointed under the provisions of Bylaws of Sandy Point, Article VIII, Section 8, and ARTICLE IX – Committees. The Communications Committee will have one or two elected Board members.

The Objectives and Responsibilities of the Communications Committee are outlined below.

The Communications Committee will include a volunteer Webmaster and may also have other residents who volunteer to assist the elected members of the committee as deemed appropriate or when requested by the Board. The number of resident volunteers will be determined by the elected members of the committee based on the scope and need for support of approved projects. The term for each volunteer will be determined on a project by project basis. The resident volunteers will serve as non-Board members and will have no authority to establish policies, authorize expenses, or otherwise execute the responsibilities specific to elected Board Members.

Objectives of the Communications Committee

1. Communicate information concerning the SP community to residents through a monthly newsletter.
2. Provide residents with information about upcoming SP events and surrounding area happenings of interest to SP residents
3. Ensure monthly SP newsletter and various information bulletins, etc. are provided to residents who do not utilize e-mail.
4. Ensure the Resident Directories information is current.
5. Ensure the website and webmail information is current.
6. Provide new residents with login information for the SP website.
7. Coordinate events that give residents opportunities to socially interact.

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Communications Committee Responsibilities

Elected Board Member(s)	Resident Volunteer(s)
Act as liaison between the Board members, Management, the Webmaster, and the SP residents	
Board member(s) will have oversight of the Webmaster	
Maintain the Resident Directories, updating with new/past resident information, and forward updated Directories to Webmaster	Webmaster will maintain the website with current SP resident information
Inform Webmaster of new email information for updating of webmail distribution lists	Webmaster will maintain webmail group lists for distribution of information to SP residents
Send a Welcome letter to new resident providing them with the SP login in for the website	
Write Sandy Point monthly newsletter, and submit to Board for approval. After approval, send to Webmaster for email distribution to residents	Webmaster will distribute the monthly newsletter to residents using webmail
Forward to the Webmaster Board notifications and/or other pertinent information for email distribution to residents	Webmaster will utilize webmail to distribute notifications and other pertinent information to residents
Distribute monthly SP newsletter and other pertinent materials to residents who do not utilize email	Assist the Elected Board in distributing to every resident the monthly SP newsletter, notifications and other pertinent information to residents who do not utilize email

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Elected Board Member(s)	Resident Volunteer(s)
<p>Schedule May–September hosts for <i>Drinks on the Driveway</i></p>	
<p>Work with residents to plan additional social activities for the SP community</p>	<p>Assist in facilitating additional social activities for the SP community</p>
<p>Advise Webmaster of upcoming events</p>	<p>Webmaster will maintain the social calendar on the website</p>
<p>Report to the Board any communications, positive or negative, received by residents</p>	
<p>Serve as a consultant to the Finance Committee in determining the yearly budget for communication expenditures.</p>	<p>Assist in identifying and recommending to the Communications Committee any potential yearly budget items/expenditures.</p>

NOMINATING COMMITTEE

Nominating Committee Structure

A Nominating Committee will be appointed under the provisions of Bylaws of Sandy Point, Article V, Section 1, Nomination and Election of Directors.

The Nominating Committee will consist of a chairperson, who shall be a member of the Board of Directors, and two or more members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the members, to serve from the close of such annual meeting until the close of the next annual meeting.

Objectives of the Nominating Committee

The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. Such nominations may only be made from among members in good standing of the Sandy Point Homeowners Association. The complete and final list of nominations will be presented to the Board of Directors at least 30-days prior to the scheduled Annual Meeting.

The nominations will be presented to the full Association membership and are for the purpose of serving a three-year term on the Sandy Point Board of Directors. The notification of nominations may be in a separate communication or it may be included in the notice to members of the Annual Meeting. Association members may vote for the nominee(s) of their choice by proxy or in person at the Annual Meeting; however, they may cast votes for no more than the number of Board vacancies that are to be filled.

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Nominating Committee Responsibilities

Elected Board Member(s)	Resident Volunteer(s)
<p>One elected member of the Board will serve as the Chairperson of the Nominating Committee and act as liaison between the Board members and the Association membership</p>	
<p>Solicit interest from Association members regarding potential service as a member of the Board of Directors</p>	<p>Assist the Chairperson with activities and tasks as requested</p>
<p>Interview potential candidates and try to match member's interest and skills with openings on the Board</p>	<p>Take part in the interviewing of potential candidates trying to match the member's interest and skills with openings on the Board</p>
<p>The Chairperson will present a complete and final list of nominations to the Board at least 30 days prior to the scheduled Annual Members Meeting</p>	
<p>The Chairperson will ensure that the final list of nominees is announced in the notice of the Annual Meeting sent out to every Owner</p>	
<p>The Chairperson will present the final list of nominations to the general membership at the scheduled Annual Meeting</p>	

RESPONSIBILITIES OF THE BOARD OF DIRECTORS TO MAINTAIN RECORDS

The rules and regulations that are established by the Sandy Point Homeowners Association Covenants and Bylaws can be difficult to understand and may sometime seem to be vague or confusing. This leads to situations where differing points of view may be held regarding the intent and/or requirements of certain of the rules and regulations. The elected members of the Board of Directors have been given the responsibility to deal with these circumstances and a quorum of the Board is the ultimate and final authority that may make decisions regarding resolution or interpretation of the rules and regulations in the Covenants and Bylaws. Such responsibilities are conferred to the Board of Directors in the Bylaws as follows:

1. Article VI, Section 3 – Quorum:

- *A majority of the number of directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the directors present at a duly held meeting at which a quorum is present shall be regarded as the **Act of the Board**.*

2. Article VII, Section 2. – Duties:

- *a) cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at the annual meeting of the members.*

Record Keeping

The primary responsibility for complying with the record keeping requirements rests with the individual serving as Secretary of the Sandy Point Homeowner's Association:

- The Secretary will be responsible for recording the Board members attendance/absence at scheduled Board meeting.
- The Secretary will be responsible for documenting and recording the details and substance of all proceedings, including discussions, actions, decisions, resolutions, etc. during each scheduled Board meeting.
- The Secretary will prepare the meeting minutes in a draft copy and distribute the draft to each Board member and Management as soon as possible after each meeting. An effective method for this distribution is use of email.

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- Each Board member and Management is responsible to review the draft meeting minutes and provide any comments, additions or suggested changes back to the Secretary. This review and response should take place as soon as possible, but should not take more than five (5) days.
- The Secretary will review any comments, additions or suggested changes that are returned from Board members and incorporate them as deemed appropriate or necessary to more accurately reflect the proceedings. The Secretary will then prepare a final copy of the minutes and distribute it to each Board member.
- The minutes are accepted and approved by the Board during the next scheduled Board meeting. The accepted and approved minutes are submitted to Management for permanent file. A copy of the approved minutes is also posted on the Sandy Point website.
- After the minutes approval by the Board, the Secretary will formally record the ***Acts of the Board***. This will be accomplished in the ***Acts of the Board Log***
- The Secretary will keep appropriate current records showing the members of the Association together with their addresses, and shall perform such other duties as required by the Board.

Acts of the Board Log

The ***Acts of the Board Log*** was established to document and record the resolutions, decisions and/or policies promulgated by the Board of Directors. This log is a permanent part of the official Sandy Point records and will be used as a reference to baseline when such ***Acts of the Board*** took place.

- The Secretary for the Sandy Point Homeowners Association will be responsible to update and maintain the ***Act of the Board Log***.
- After the meeting minutes and all proceedings of a Board meeting are approved and finalized, the Secretary will review the minutes and document in the ***Acts of the Board Log*** any of the decisions, resolutions or policies as appropriate. It is important to note that normal and usual discussion of Association business will not be included in the ***Acts of the Board Log***. Only those ***Acts of the Board*** that affect interpretation of Covenants and/or Bylaws or result in establishment of new or modified Association policies are meant to be included in the log.
- The ***Acts of the Board Log*** will be given to Management and filed as part of the permanent records for Sandy Point.

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The format for the **Acts of the Board Log** is as follows:

Sandy Point Homeowner's Association Acts of the Board Log			
Date	Description of Resolution / Decision / Policy	Category of Resolution / Decision / Policy	Published in Home Owners Manual Y or N
Interpretation and Rulings of Covenants, Restrictions and Bylaws			
(This is the date when the Act of the Board finalized an interpretation or ruling of the Covenants, Restrictions and Bylaws and it was approved and completed)	(The minutes of associated Board meetings can be referenced for details about the proceedings)		
Architectural Control Rulings			
(This is the date when the Act of the Board finalized a ruling and/or established a policy and it was approved and completed)	(The minutes of associated Board meetings can be referenced for details about the proceedings)		
Grounds - Landscape Rulings			

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(This is the date when the Act of the Board finalized a ruling and/or established a policy and it was approved and completed)	(The minutes of associated Board meetings can be referenced for details about the proceedings)		

BOARD OF DIRECTORS MEETING

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The chairperson is responsible for preparing the agenda (the items of business to be discussed) and distributing it to the members in advance of the meeting. The members have the responsibility to propose agenda items to the chairperson before the meeting.

Order of Business – The Agenda

The following is a typical format for a meeting:

Sandy Point Board of Directors Meeting Agenda	
<i>Activity</i>	Responsible Party
Call Meeting to Order	
Secretary's Report: • <i>Approval of minutes of previous meeting</i>	
Visitors	
<i>Agenda for Committee Reports will continue after any scheduled visitors or presentations</i>	
Management Report:	
Treasurer/Finance Committee:	
Architectural Committee Report	
Building Committee Report:	
Grounds Committee Report:	
Communication Committee Report:	
Review Open or Old Business:	Entire Board
New Business:	Entire Board
Announcements:	Entire Board
Adjournment:	

Simplified Parliamentary Procedure

Parliamentary procedure is a set of well proven rules designed to move business along in a meeting while maintaining order and controlling the communications process. Its purpose is to help groups accomplish their tasks through an orderly, democratic process. Parliamentary procedure is not intended to inhibit a meeting with unnecessary rules or to prevent people from expressing their opinions. It is intended to facilitate the smooth functioning of the meeting and promote cooperation and harmony among members. The rules of parliamentary procedure are guidelines, not hard and fast laws.

Principles of Parliamentary Procedure

Rules for small committee and board meetings are different from the rules which apply to large meetings of assemblies or plenary bodies. By custom, the Sandy Point Board of Directors follows these simple principals:

1. A quorum must be present for the group to act.
2. All members have equal and basic rights – the right to vote, the right to be heard, and the right to oppose.
3. Only one issue can be discussed at a time.
4. There is no limit to the number of times a member may speak to a question.
5. Informal discussion of a subject is permitted while no motion is pending.
6. Members have the right to know at all times what the pending question is, and to have it restated before a vote is taken
7. The chairperson may speak in discussions, make motions, and usually votes on all questions.
8. A majority vote decides an issue.
9. Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion being introduced. Unless agreed by general consent, however, all proposed action of the board must be approved by vote under the same rules as an assembly.

Parliamentary Procedure Quick Reference

Steps in a Motion

Sandy Point Homeowners Association
Version 1.3 2021

1. State the motion – “I move that...”
2. Second the motion
3. Chairperson restates the motion
4. Discuss (debate) the motion
5. Vote on the motion
6. Announce result of vote

Rules for Debate

1. A member may not speak until recognized by the chairperson
2. Remarks must pertain to the question before the group
3. Remarks should be addressed to the chairperson
4. Personal attacks are not allowed
5. Speakers should stand (when in a large group situation)

Methods of Voting

- Voice vote
- Vote by standing
- Show of hands
- Ballot
- Roll call

Ways to Amend a Motion

1. Inserting Words – I move to amend by inserting the words “by April 30th” at the end of the motion.
2. Striking Words – I move to amend by striking the words “from Elm Street.”
3. Striking Out and Inserting – I move to amend by striking out the words “from Elm Street’ and inserting the words “by April 30th.”

When an amendment is offered, the group must first vote on the amendment before voting on the main motion. By voting on an amendment to the original motion, members are only deciding whether or not to change the main motion. Once all amendments are considered, the group still has to take a final vote on the main motion.

Incorrect Phrases

“So Moved”

All members have a right to know exactly what is being moved. The chairperson must state the exact motion to avoid confusion. “So moved” doesn’t mean anything.

“Question” or “I call for the question”

This is not a motion as stated. It is the chairperson’s responsibility to know when debate is over and conduct a vote. Generally a vote should not be taken if any member still seeks the floor. Members should not normally make a motion to stop debate, but if they do, they should seek the floor and say, “I move to close debate.”

Shortcuts

1. If the membership is clearly in support of a motion, don’t waste time getting a second.
Just move on to debate
2. **“If there is no objection...”** If there is no opposition, the chairperson can save time conducting routine business by obtaining “unanimous consent.” This eliminates the need for a motion, second, debate, and/or a vote. If there is objection to the unanimous consent, then the formal steps of making and debating a motion must be followed.
3. **“Straw Poll”** – Sometimes it is useful to get a feel of the membership’s opinion regarding several alternatives before making a formal motion. A straw poll can informally poll members for opinions.