

Sunland Springs Village Homeowners Association
Policy and Procedure Guidelines

Mission Statement:

It is the mission of the Sunland Springs Village Homeowners Association to develop, maximize and sustain the value of Sunland Springs Village by maintaining its physical appearance and actively promoting among its residents a heightened sense of community through recreational, spiritual and social fellowship activities.

Club and Group Policy :

1. In order to accomplish this goal, all residents are encouraged to form or join groups or clubs which are of interest to them.

2. All such groups or clubs or fellowships when formed shall be open to all the residents of the village providing such residents are in good standing with the Sunland Springs Village Homeowners Association.

3. All clubs, groups or fellowships when formed shall have as one of their objectives, apart from their mission statement or statement of purpose, that of being relatively self sufficient. Raising operating capital through fund raising activities will help provide needed funds for expenses.

4. All clubs shall have the right to establish their own bylaws and requirements of membership, including dues, providing such bylaws are not in conflict with the Village C.C. & R.s or the Policy and Procedure Guidelines.

5. Groups, clubs, and fellowships may enter into contracts with outside vendors only after obtaining approval from the HOA Manager. The SSVHOA management will ensure that there are no scheduling conflicts and that the interests of the SSVHOA are safeguarded. No club or officer of that club shall have the right to make contracts with outside vendors which obligate the SSVHOA for payment or reimbursement for supplies or equipment.

The Recognition of Clubs:

6. All groups, clubs and fellowships wishing to be recognized and avail themselves of the facilities shall be registered with and approved by the Sunland Springs Village Homeowner Association and submit an annual report to the SSV Board on the activities of that club. This is to be done on an annual basis to maintain recognition of the club, group or fellowship. Included in that report are to be the names of officers and their contact information, a statement of the goals for the club; a report on the annual activities and plans and any other pertinent information the group wishes to report. Annual reports are to be presented to the SSVHOA Manager's office by May 15th of each year.

Requests for Funding:

7. Clubs, groups or fellowships requesting budget consideration from the SSVHOA Board must file a written request indicating how the grants will be used, the time frame in which it will be required and an explanation of how the group will participate in the fund raising process. This proposal, along with a financial statement of the club must be submitted on a form to be provided by the Activities office. All requests must include a minimum of two (2) bids or two (2) price comparisons of the work, equipment or services requested.

8. Such requests must be filed by May 1 and will be considered in the preparation of the General Village Budget and Activities Budget for the new fiscal year. Requests submitted after May 1 might not receive consideration for the next budget year. Clubs and groups requesting additional sums should be prepared to participate in village wide fund raising activities such as pancake breakfasts, dances, concerts and other activity events which raise money for the good of the Village and its residents.

Proposals shall be in one of four categories by the Finance Committee:

a. Basic Maintenance-Required to keep the facilities at a safe, attractive and usable level. Examples would include: building maintenance, grounds upkeep, preventive maintenance, etc. (Homeowners Association would cover these costs.)

b. General Improvements-Something that would add value to the present facilities. Examples would include: awnings, fences, etc. (Homeowners Association might share in the expenses or if feasible provide the full amount or some of the costs.)

c. "Enhancements"- Improvements or equipment that are not required for the regular use but would provide an added value to the activity. Examples would include: electronic scoreboard, machines (soft-ball pitching, tennis ball serving equipment), trophy cases etc. (Generally the club or group would fund these types of expenses.)

d. Club Related Expenses-Expenses strictly related to club operation. Examples would include: uniforms, league fees and dues, tournament expenses, etc. (The clubs should cover these costs.)

Budget:

9. The Homeowners Association shall establish a budget to help manage all activities which are under the supervision of the Activities Director. This budget shall in part be used for the purpose of funding non-club related activities which are for the use, enjoyment and entertainment of the general population of the village. Money received through this means shall not be used for capital or improvement items or salaries except upon approval of the HOA Board.

10. All capital, replacement or improvement items over \$500.00 shall be submitted to the Finance Committee for review and recommendation to the SSVHOA Board.

Outside Vendors:

11. All outside vendors doing business with the village must have required licensing, bonding and insurance if applicable and will agree to be paid by check for services rendered. A purchase order should be given to the outside vendors clearly stating that the SSVHOA views them as independent contractors and not employees of the SSVHOA . Neither the SSVHOA, a club, group or fellowship is responsible for the vendor’s insurance, medical, FICA, Federal or State taxes or any State or Federal Laws that the vendor is obligated to follow.

Use of Facilities and Common Areas:

12. All facilities, land space and equipment which has been determined to be “common property” as defined by the C.C.&R.s is not to be used for commercial or personal profit. Classes, craft fairs, tournaments, yard sales and any vendor selling materials must have the written approval of the SSV HOA management.

Standing Committees of the Sunland Springs Homeowners Association Board:

13. The purpose of standing committees is to review, approve and recommend to the SSV HOA Board items which need action and have been submitted to them by clubs, groups, fellowships and individual village residents.

14. The following standing committees have been established to advise and conduct the business of the SSVHOA:

- Architectural Control**
- Buildings**
- Communications**
- Finance**
- Landscape**
- Recreational Facilities**
- Security**

These committees will meet on a regular basis and residents, clubs, groups and fellowships are encouraged to talk with the members of various committees so their concerns may be heard and the proper action taken.

Sunland Springs Village Homeowners Association Authority:

The SSVHOA Board shall retain its authority in all matters pertaining to disputes, the calendar of events and activities, buildings and grounds, items of communication and contractual matters.

When conflicts occur between the Policy and Procedures Guidelines and the C.C.&R.s, the C.C.&R. s shall have ultimate authority and be in accordance with local, state and federal statutes.

APPENDIX I

SUNLAND SPRINGS VILLAGE HOA FACILITIES IMPROVEMENT REQUEST PROCESS

1. A club or interest group makes a request through the HOA manager.
2. The HOA manager, in consultation with the Board President or Vice President, assigns it to the relevant committee. Go to Step 3.

OR

It is assigned to the Advisory Committee for disposition. Go to Step 4.

3. The request is reviewed and studied by the committee. The committee determines if the request is consistent with the SSV Policy & Guidelines Document, validates the justification, confirms cost estimates, and proposes funding sources. Working with the requestor, the committee prepares a written proposal. This proposal and the committee's recommendations are presented to the Advisory Committee.
4. The Advisory Committees takes one of the following actions:
 - a. Approves the request as presented by the committee or the requestor. The request is closed and the requestor notified.
 - b. Directs further study to be done by the originating committee, the Finance Committee, or another standing or ad hoc committee. Return to Steps 3&4.
 - c. Denies the request. The request is closed and the requestor notified.

Approved by Advisory Committee 11/17/05