

Copperfield Neighborhood Association September 16, 2005

In attendance: Mark Yates, Jim Pauley, Susan Potter, Gene Ferguson, Jennifer Marshall, Greer Michael

Absent: Beth Fletcher

1. Call to Order:

Jim Pauley called the meeting to order at 5:15pm

In the absence of the secretary, Susan Potter agreed to take the minutes.

2. Approval of minutes:

The July and August minutes were approved unanimously via an e-mail ballot. These minutes have been filed and posted.

3. Additions to the Agenda:

None

4. Action Items:

- A. Expenditures Review** – A motion was made by Susan and seconded by Greer that the board confirm and approve of the expenditures made year to date in accordance with the budget/spending plan that was approved in February. The motion passed unanimously. It was noted that this budget/spending plan was reviewed at the annual meeting along with the projections for the remainder of the year.
- B. Clubhouse Renovation Completion** – The board had a discussion of the almost complete clubhouse renovation. It was noted that very positive feedback has been received from residents both individually and at the association meeting. Susan indicated that the fireplace hearth was being completed next week and that bar stools and minor decorating items needed to be purchased. A motion was made by Greer and seconded by Jennifer that the board increase the total expenditure for the clubhouse renovation by \$2,000 to complete the project. The motion passed unanimously.
- C. Social Programs** – Jennifer indicated that the wine/cheese party is on for October 1st and that an open house for the clubhouse would be planned as suggested by members at the annual meeting. She also stated that there are plans in the works to have Santa at the Clubhouse again in December. In consideration of the remaining events, the board recommended increasing the overall social activities budget to \$1,500 from the projected \$1,000. The motion to make this increase was made by Mark and seconded by Gene. The motion passed unanimously.
- D. Remainder of Year Expenses** – The board reviewed the remaining of the year projected expenditures and agreed to the following: The board approves of the remaining estimated expenditures and agrees

that any expenditure that exceeds the estimates by 10% (not to exceed \$1,000) will be subjected to additional board approval. The motion was made by Greer and seconded by Gene. The motion passed unanimously.

- E. Fence Painting along Clays Mill** – Mare agreed to check with the painter on the status of the fence painting.
- F. Holiday Decorations** – as part of the overall spending plan, money has been appropriated to have the holiday decorations installed by a professional installer. Mark and Greer agreed to check with some companies and bring the estimates to the board.
- G. Rental Contract** – The board discussed the revised rental contract and agreed with the increasing of deposit fees for the remainder of the year. In addition, the board has tasked the facilities committee with providing a recommendation of rental rates beginning in January 2006. The board noted that there needed to be consideration given to weekday versus weekend rentals and consideration given to rentals that occur on a regular monthly basis. The board also noted that rental of the basement should still remain as an option for some events.
- H. Draft of Board Operating Procedures** – a recommendation was made at the Annual Meeting that the board have written operating procedures that provide more information about how the board operates. This will be a useful document to provide for future boards. The President has drafted such operating procedures and presented them to the board for review. A copy of the draft is attached to the minutes. The board agreed with the draft and recommended sending it to the facilities committee for any comments on the facilities portion. It was noted that after any comments from facilities are integrated, the President will circulate the final draft via e-mail for approval.

5. Financial Report: covered above

6. Facilities Committee:

The board received an update on the final closing of the pool. It was noted that the cover is installed and the pool is ready for the winter months. Mark noted that the facilities committee was extremely pleased with the pool management company used this season.

The board asked for a final Income/Expense statement from facilities on the pool as soon as the final bills were paid. It was noted that they are still waiting on the final electric/water calculations to make the last reimbursement to the neighborhood.

7. Meeting Adjourned

Meeting was adjourned at 7:00PM Respectfully submitted by: Susan Potter (filling in for Beth Fletcher)

Copperfield Neighborhood
Association

Operating Procedures of the
Board of Directors

September 2005

CNA Board of Directors Operating Procedures

I. General

- a. **Purpose.** This document has been established by the CNA Board of Directors (herein referred to as the “Board”) to provide documentation of basic operating procedures for the Copperfield Neighborhood Association (herein referred to as the “Association”).
- b. **Basic Objective.** The members of the Board as well as any appointed committees are made up of volunteers from the neighborhood. Therefore, it is the objective of these procedures to allow for efficient operation of the association while at the same time providing solid oversight by the board.
- c. **Relationship to the Bylaws.** This is not intended to replace or alter the bylaws of the Association, but is intended to establish how the Association will be operated in accordance with those bylaws.
- d. **Modification of the Procedures.** The operating procedures may be amended or modified by a majority vote of the Board.

II. Voting of the Board

- a. **General.** In general, voting on issues shall take place at the regular meetings of the Board.
- b. **E-mail Balloting.** If decisions on issues are needed between regular meetings of the Board, a ballot may be completed by e-mail. This method can include, but is not limited to, approval of minutes, authorization of expenditures and confirmation of committee actions.
 - i. The ballot question shall be clearly stated in the e-mail.
 - ii. A successful ballot shall be 100% of the Board members.
 - iii. The issue and the balloting results will be on the agenda at the next regular meeting of the Board.

III. Budget/Spending Plan

- a. **Spending Plan.** By the end of December, the Board will prepare an outline of income and expenses for the following year. It is recognized that the specific expenditures may not be outlined in the plan, but the plan should be sufficiently detailed so as to provide the guidance necessary to efficiently operate the association. Until the spending plan is approved, no expenses outside of those necessary to meet the obligations of the association (mortgage, insurance, utilities, etc.) shall be made.

CNA Board of Directors Operating Procedures

- b. **Approval.** Approval of the spending plan by the board of directors shall constitute the approval of the board to expend the funds in the categories specified. This approval extends to all expenses that are 1) either below the \$1,000 per month limit or 2) are “The regular and routine payment of maintenance expenses, or amounts necessary for extraordinary repairs or expenses relating to, or for the benefit of the common areas and clubhouse facilities, including grounds and tennis courts”

No expenses outside of item (2) above shall exceed the \$1,000 per calendar month limit as specified in the bylaws.

- c. **Modifications.** It is recognized that the spending plan may have to be revised during the year to accommodate for decreased income or to handle unexpected expenditures. Modifications shall be approved by the Board.
- d. **Deviations.** Unless approval is given by the board, the expenditures for any category shall not exceed the spending plan by more than 15%.

IV. Dues Collection Process

- a. **Invoices.** Invoices shall be mailed to each residence on or before January 2nd. The invoice shall reflect the amount due for the current year plus any outstanding amounts from previous years.
- b. **Due Date.** Payments shall be due to the Association by February 1st.
- c. **Late Fees.** A late fee of \$25 shall be assessed for each invoice outstanding after February 15th. The late fee shall increase by \$10 for each month the invoice is not paid after February 15th. For example, on March 15th, the applicable late fee is \$35.
- d. **Filing of Liens.** For all outstanding payments after April 1st, the board will file a property lien. Late fees will continue to accumulate after the lien is filed.
- e. **Notification of the Lien Filing.** For outstanding payments, a letter shall be sent to the residence on or about March 15th indicating that a lien will be filed on or about April 1st. This letter shall outline the requirements to remove the lien.
- f. **Removal of Liens.** A lien shall only be removed after the member has paid all outstanding fees, the lien filing fee, the lien removal fee and any legal expenses related to the filing/removal of the lien.
- g. **Additional Action.** The Board shall make the determination as to whether additional action shall be taken.

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V. Facilities Committee

- a. **Pool Operation Budget.** The facilities committee shall submit a budget to the Board before February 1st. This budget shall outline the expected income and expenses for the upcoming pool season. This budget shall be limited to the funds expected from pool memberships and expenses related to the maintenance and operation of the pool.
- b. **Budget Approval.** Approval of the pool operation budget shall constitute the approval of the board for the facilities committee to proceed in obtaining their income and making expenditures. This budget review shall be the means used to grant the facilities committee the needed approvals in accordance with 5.8 of the bylaws.
- c. **Exceeding Estimates.** Any category of expenditures that exceeds the budget by more than 20% shall be approved by the Board.