

Minutes

Manderley Procedure Committee Meeting

April 10, 2006 5:30 P.M. 725 Primera Boulevard, Suite 120

Attendees: Kathleen Keller, Kat Malone, Ira Blake, Rebecca Riffle, Julie Roudebush
Absent: Joyce Malone

The meeting was called to order at 5:40.

A summary of the previous BOD briefing and outcomes of the request for prioritization of proposed procedures was presented by Julie and Kat. Because no priorities were established for procedures at the BOD meeting, the committee decided to move forward and create procedure priorities based on committee recommendations.

In an effort to objectively select which of the processes and procedures should be drafted first, a spreadsheet was designed listing all of the proposed procedures. The sheet was weighted and the formula self-calculated the score.

The attending committee members individually voted on each procedure: (1) high priority, (2) medium priority and (3) low priority.

Results: Topics that scored 5-8 = high priority, topics that scored 9-12 = medium priority and topics that scored 13-15 are low priority.

The following high-level procedures were voted HIGH priority:

- Manage HOA in accordance with FL Statute – Chapter 720 – 617
- Manage the Board
- Maintain the Community Property
- Manage Community Finances
- Maintain HOA Records
- Maintain Communication Pathways to/from Members of the HOA
- Establish a process for BOD Nominations and Elections
- Maintain Community Standards - Provide Oversight to the ARC Process
- Establish Renter Regulations

The following high-level procedures were voted LOW priority:

- Guidance/Oversight to a Community Management Company
- Community Social Activities
- Christmas Decorating Process

The committee reviewed specific sub-topics that achieved the highest priority score (5-8) and individuals volunteered to create the initial draft process and procedure – also, if the topic was conducive to a Policy, that too would be drafted prior to the next meeting.

The following draft policies, processes and procedures will be discussed and refined at the next committee meeting, April 26, 2006 at 5:30 – 725 Primera Boulevard, Suite 120. The results of the discussion will be presented for the BOD to review at the May 3 meeting.

Committee individuals volunteered to be responsible for the 14 highest priority initial policy, process and procedure drafts:

1.1 Breakout statutes and sub-sets to write procedures against: Ira

2.1 BOD Code of Conduct: Julie

2.2 Officer Job Descriptions: Kathleen, Kat and Julie

3.1 Definition of what the Management Company responsibilities are: Kat, Rebecca and Ira

5.4 Budget Process: Kathleen and Ira

5.10 Record Keeping: Kathleen and Ira

5.16 Managing receivables and payments: Kathleen and Ira

8.3 BOD competencies required: Kathleen and Julie

8.5 BOD Responsibilities and accountability policy: Ira

8.6 Slate of officers prior to annual meeting: Rebecca

8.7 Policy for BOD term limits: Julie

8.8 BOD Resignation – replacement process and communication: Ira

9.1 ARC Guidelines: Kat

12. Renter Regulations: Kat and Julie

The drafts will be reviewed and discussed for entry into the Process spreadsheet at the next meeting. All homeowners are welcome to attend to provide input.

The meeting was adjourned at 6:45 P.M.