

**Board of Directors:**  
Bob White – President  
Tom Petrillo – Vice President  
Darrell Lopez  
Vivian (“Viv”) Guerra

**Architectural Review Committee**  
Mike Franckewich  
(To Come)

Twin Rivers  
Homeowners Association Inc.

## **AGENDA for Board of Directors Meeting**

**Property Manager**  
Dennis Kapsis – Sentry Management

**Community Appearance Committee**  
(To Come)

**Thursday Apr 13, 2023  
7 pm**

**Nominating Committee**  
Bob White – Chair  
Darrell Lopez  
Viv Guerra

**Neighborhood Committee**  
Viv Guerra – Chair  
Tom Petrillo - Vice Chair

**Virtual Meeting via WebEx**  
*(See below for meeting  
access instructions)*

**Other Officers**  
John Painter – Secretary/Treasurer

Page 1 of 3

*Because of the COVID-19 Issue, until further notice, all HOA Member and Board meetings will be held electronically. The public will have access to all electronic HOA meetings as explained below.*

**You are invited to join the meeting using either a computer or phone per the following instructions.**

### **1. Option to Join using a Computer (Preferred because we may be sharing files you will want to view)**

Please ensure your speakers are turned on but your mic is muted until you are recognized to speak.

Join by clicking the following link or copying and pasting the link into the browser on your computer.

<https://johnfpainter.my.webex.com/johnfpainter.my/j.php?MTID=me88f98da88c3af9daabd5a2388a5e060>

When you activate the link, your browser should open, you will see an option to [Join from your browser](#)

Click on that link and you will be asked to enter your name and email address (needed to identify you), and then click a button labeled “Join Meeting”. You also will have the option to download an app.

If you join using your browser, no software will be installed on your computer. The entire meeting will occur within your browser. For the best experience, please join using either Firefox or Chrome browsers updated to the latest version. Other browsers also will work if you do not already have one of those preferred browsers on your computer.

To be recognized to speak, prior to the meeting, please send an email to: [Board@TwinRiversHOA.com](mailto:Board@TwinRiversHOA.com) to let me know you would like to be recognized. Please put Request to Speak in the subject line. When you hear your name called, un-mute your mic and you will have the floor. When done speaking, please mute your mic again.

Keeping your mic muted when you are not speaking will prevent background noise from your location disrupting the ability of other participants hear.

Also, please be sure your speakers are adjusted to a mid-range volume setting. If speakers are set to a max or high-range volume setting, your speakers will cause squealing/feedback thru your mic when it is not muted.

### **2. Option to Join by phone or video system.**

**Dial in by phone:** 1-415-655-0001 US Toll, Meeting number (access code): 2555 963 2500, Meeting password: 2023-04 (2023004 from phones and video systems)

**Join by Mobile Device:** Tap [+1-415-655-0001,,25559632500#2023004#](tel:+1-415-655-0001,25559632500#2023004#) US Toll

**Join by video system, application, or Skype for business:** Dial [25559632500@webex.com](tel:25559632500@webex.com). You can also dial 173.243.2.68 and enter your meeting number.

**See next Page(s) for the Meeting Agenda.**

**Board of Directors:**  
Bob White – President  
Tom Petrillo – Vice President  
Darrell Lopez  
Vivian (“Viv”) Guerra

**Architectural Review Committee**  
Mike Franckewich  
(To Come)

Twin Rivers  
Homeowners Association Inc.

**AGENDA for  
Board of Directors  
Meeting**

**Property Manager**  
Dennis Kapsis – Sentry Management

**Community Appearance Committee**  
(To Come)

**Thursday Apr 13, 2023  
7 pm**

**Nominating Committee**  
Bob White – Chair  
Darrell Lopez  
Viv Guerra

**Neighborhood Committee**  
Viv Guerra – Chair  
Tom Petrillo - Vice Chair

**Virtual Meeting via WebEx  
(See below for meeting  
access instructions)**

**Other Officers**  
John Painter – Secretary/Treasurer

Page 2 of 3

1. Call to Order
2. Proposed Agenda Modifications if Any.

**a. Other agenda items?**

3. Voice of the Members

*HOA members are encouraged to make comments or raise issues of concern during this portion of the meeting. Speakers will be encouraged to be to the point and respectful. The time taken by Speakers may be limited by a motion duly passed by the Board. Comments of HOA Members may be allowed during other parts of the Meeting upon concurrence of the President and/or the Board Member(s) speaking.*

4. Discussion Topics

**a. Insurance Program Renewal**

- i. Brief Update

**b. Organizational Meeting**

- i. Consideration of motions for the following purposes
  1. Director Appointments
  2. Org Chart
  3. Committee Appointments
  4. Committee Authorizations
- ii. Please see Attachment A.

**c. Annual Meeting Follow-up**

- i. Info provide by Keith Britton

**d. Updates to Irrigation System**

- i. Scope of updates
- ii. Funding considerations
- iii. Procurement process

**e. Hurricanes Ian/Nicole (as appropriate)**

**Board of Directors:**  
Bob White – President  
Tom Petrillo – Vice President  
Darrell Lopez  
Vivian (“Viv”) Guerra

**Property Manager**  
Dennis Kapsis – Sentry Management

**Nominating Committee**  
Bob White – Chair  
Darrell Lopez  
Viv Guerra

**Architectural Review Committee**  
Mike Franckewich  
(To Come)

**Community Appearance Committee**  
(To Come)

**Neighborhood Committee**  
Viv Guerra – Chair  
Tom Petrillo - Vice Chair

**Other Officers**  
John Painter – Secretary/Treasurer

Twin Rivers  
Homeowners Association Inc.

## **AGENDA for Board of Directors Meeting**

**Thursday Apr 13, 2023  
7 pm  
Virtual Meeting via WebEx  
(See below for meeting  
access instructions)**

**Page 3 of 3**

- i. Update re: Catch Basins Drainpipe maintenance for Residences at 1010 1012 1014 Shinnecock Hills Dr. and 1012 Quaker Ridge Ct.
- ii. Update re: Turtle Creek Pipe Issues
- iii. Other??

**f. Major Compliance Actions – Status Report from Dennis**

- i. Owner ID 3A0049 on Kelly Creek Cr
- ii. Owner ID 3A0087 on McDaniel Creek Cr
- iii. Silcox Matter

**g. Other ARC, Community Appearance, and Enforcement Issues**

- i. Payment Plan Requests (If any)
- ii. Other Matters from Management Report (If any)
- iii. Other

**5. Minutes from Prior Meetings**

- a. None for this meeting

**6. Reports (Abbreviated)**

- a. President’s Report
- b. Treasurer’s Report
- c. ARC Report
- d. Community Appearance Committee Report

**7. Adjournment**

# Attachment A

## Organizational Motions and Voting Process

<b>Current Directors' Status</b>		
	<b>Current Term Expires Spring of :</b>	<b>Director Candidate Appointment in 2023?</b>
<i>Tom Petrillo</i>	<b>2024</b>	<i>n/a</i>
<i>Darrell Lopez</i>	<b>2025</b>	<i>n/a</i>
<i>Vivian ("Viv") Guerra</i>	<b>2025</b>	<i>n/a</i>
<i>Bob White</i>	<b>2023</b>	<b>Yes</b>

<b>Recommended Decision Sequence and Voting Process</b>		
<b>Motions to be Considered</b>		<b>Directors to Participate in Vote</b>
<b>1. Consider motion to Re-appoint Bob White to be a Director on the Board</b>	Term thru Spring 2026	Tom, Darrell, and Viv
<b>2. Consider motion to extend Tom's term to 2025</b>	Extend term from Spring 2024 to Spring 2025	Bob, Viv, and Darrell
<b>3. Consider motion to extend Viv's term</b>	Extend term from Spring 2024 to Spring 2025	Bob, Tom, and Darrell
<b>4. Consider motion re: number of Directors on the Board</b>	Confirm Board is to include 7 Directors	Bob, Tom, Viv, and Darrell
<b>5. Consider motion to appoint the following new Directors (one at a time)</b>		
a. James Ransom	Term thru Spring 2024	Bob, Tom, Darrell, and Viv
b. Don Partain	Term thru Spring 2024	Bob, Tom, Darrell, and Viv
c. Chris Foegel	Term thru Spring 2024	Bob, Tom, Darrell, and Viv
<b>6. Consider motions to Appoint Officers</b>	(One Year Terms, one Officer per motion)	

# Attachment A

## Organizational Motions and Voting Process

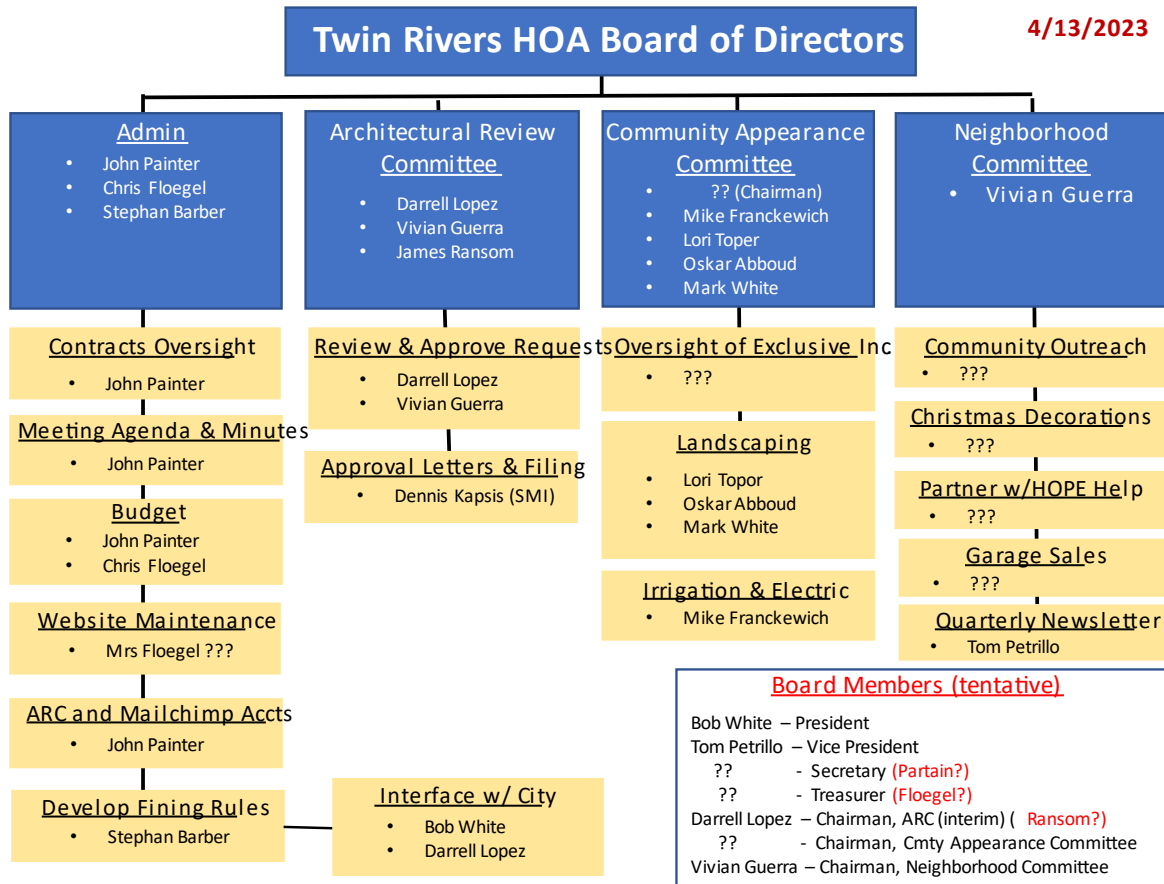
Recommended Decision Sequence and Voting Process		
Motions to be Considered		Directors to Participate in Vote
a. President	Bob White	All Directors except Bob
b. Vice-President	Tom Petrillo	All Directors except Tom
c. Secretary	John Painter	All Directors except Don
d. Vice Secretary	Don Partain	
e. Treasurer	John Painter	All Directors except Chris
f. Vice Secretary	Chris Foegel	
<b>7. Committee Appointments</b>	<i>(One-year terms, one Committee each motion)</i>	
a. ARC	Darrell Lopez Viv Guerra James Ransom	All Directors
b. Community Appearance Committee (CAC)	Lori Topor Oskar Abboud Mark White Mike Franckewich	All Directors
c. Neighborhood Committee	Vivian Guerra Tom Petrillo	All Directors
d. Fining Committee	John Painter Stephan Barber	All Directors
e. Community Standards Officer	Motion to the effect that office not to be Continued without further Board action	All Directors
f. Nominating Committee	Bob White Viv Guerra Darrell Lopez	All Directors

# Attachment A

## Organizational Motions and Voting Process

Recommended Decision Sequence and Voting Process		
Motions to be Considered		Directors to Participate in Vote
g. Roles	<p>Motion to approve Org Chart below on Page 4.</p> <p><i>(Board should expect to update Org chart monthly for a while as organization continues)</i></p>	All Directors
<b>8. Scope of Committee's Authority</b>		
a. Nominating Committee	Per resolution below beginning on Page 5	All Directors
b. ARC	Per resolution below beginning on Page 7	All Directors
c. CAC	Per resolution below beginning on Page 11	All Directors
d. Neighborhood Committee	Per resolution below beginning on Page 13	All Directors
e. Communications	<p>Resolution establishing a Communications Committee passed in April 2023 is hereby rescinded.</p> <p><i>(Roles of that Committee are to be addressed by the Neighborhood Committee's work on the Newsletter and email communications with HOA Members. )</i></p>	All Directors

# Attachment A Organizational Chart



## What does your HOA Board do for you?

----- HOA is a not-for-profit organization ! -----

### Administration

- Review and approve Sentry Management Inc. (SMI) contract (Painter)
- Review and approve annual Insurance Policies (Painter)
- Develop/maintain Goals and Objectives (Painter)
- Develop Annual Budget (Chris Floegel)
- Maintain the HOA Website and e-mail accounts (Mrs. Floegel / Painter)

### Maintain Residential Standards

- Maintain HOA Rules Booklet (??)
- Conduct periodic Inspections (SMI-Dennis Kapsis)
- Review/approve improvement requests via the ARC (Lopez)
- Work with SMI on Inspections; emphasis on problem homes

### Maintain Common Areas

- Oversee the Landscaping Contract
  - Mowing, Edging, Lawn and shrubbery maintenance (Toper, White, Abboud)
  - Irrigation System Maintenance and Repair (Franckewich)
  - Electrical System Maintenance and Repair (Franckewich)
- Coordinate/oversee Repairs to walls and monuments on Lockwood (Lopez)

### Community Interface and Activities

- Christmas Decorations (Vivian Guerra)
- Garage Sales (Vivian Guerra)
- Publish quarterly Newsletter (Tom Petrillo)
- Pantry Collection (Vivian Guerra)
- Community Outreach (Vivian Guerra)
- Partner with HOPE Help (Vivian Guerra)

### Interface with City of Oviedo on your behalf (Bob White)

**Whereas**, Article IX of the Bylaws provides:

*The Association may appoint ... a Nominating Committee, as provided in these Bylaws.*

**Whereas**, Section 1 of Article V of the Bylaws provides:

*The Nominat[ing] Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two or more members of the Association. ... The Nominat[ing] 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.*

**The HOA Board of Directors does hereby resolve and direct as follows:**

1. The Nominating Committee is established as provided by the Bylaws.
2. The Members of the Nominating Committee and the Members' roles on the Committee shall be as determined by the Board in a separate Resolution.
3. The Membership of the Nominating Committee shall be modified only by action of the HOA Board of Directors.
4. The Nominating Committee shall be authorized to develop a slate of candidates for consideration by the Board at a future meeting.
5. The Nominating Committee is asked to provide a slate that includes at least 2 more candidates than the number of vacancies on the Board. (e.g., if we have one vacancy, the slate would provide at least 3 candidates. If we have 3 vacancies, the slate would have at least 5 candidates.)
6. The Board imposes no upper limit on the number of candidates on the slate.
7. A person shall be included on the slate of candidates only after the Committee reasonably determines, based on interviews and other measures, the Candidate:
  - a. Desires to actively serve on the Board with the goals of serving and improving the community and the functioning of the Board;
  - b. Has the temperament, skills, and desire to work effectively as a member of the Board;
  - c. Understands and is willing to abide by limitations of a Director's authority to only participate in HOA Meetings as a Director and perform such other duties as the Board may specifically delegated to the Director; and
  - d. Is a resident of Twin Rivers HOA.
8. The Nominating Committee shall not be bound by a specific deadline. However, the HOA Board requests that the Committee proceed actively to fulfill this charge.
9. The Committee should update the Board at each future meeting until a slate is put forward.
10. This Resolution will be accessible through the HOA's website.

This Resolution supersedes the similar Resolution adopted by the Board in April 2022 and shall remain in full force and effect until rescinded, superseded, or modified by further action of the HOA Board of Directors.



# Appendix A

Authorizing the Nominating Committee  
Adopted \_\_\_\_\_

Page 6 of 14

Approved this \_\_\_\_ day of \_\_\_\_\_, 2023 by majority vote of the Twin Rivers HOA Board of Directors, Oviedo, FL.

Attested:

John F. Painter, Secretary/Treasurer

**Whereas**, Section 10.1 of the Declaration of Covenants provides:

*... no improvement or structure of any kind, including, without limitation, any building, wall, fence, swimming pool, tennis court, or screen enclosure, shall be erected, placed or maintained on any portion of The Properties; no landscaping or planting shall be commenced or maintained upon any portion of The Properties and no addition, alteration, painting, modification or change to any such improvement, structure, landscaping or planting shall be made without the prior written approval of the Board. [Emphasis added.]*

**Whereas**, Section 10.2 of the Declaration of Covenants provides:

*... The Board shall evaluate all plans and specifications utilizing standards of the highest level as to the aesthetics, materials and workmanship and as to suitability and harmony of location, structures and external design in relation to surrounding topography, structures and landscaping. The Board shall not be responsible for reviewing, nor shall its approval of design from the standpoint of structural safety or conformance with building codes.*

**Whereas**, Section 10.3 of the Declaration of Covenants provides:

*... In the event the Board fails to approve or to disapprove in writing any proposed plans and specifications within thirty (30) days after submissions to the Board of such plans and specifications and any and all other reasonably requested information and materials related thereto, then said plans and specifications shall be deemed to have been approved by the Board and the appropriate written approval delivered forthwith. [Note: This means applications are approved by default if a decision is not made by the HOA within 30 days of receiving all info needed to make the decision.]*

**Whereas**, Section 10.4 of the Declaration of Covenants provides:

*The Board shall promulgate such further rules, regulations, criteria and standards as it deems necessary and shall adopt a schedule of reasonable fees for the processing of applications to the Board.*

**Whereas**, Section 17 of the HOA's Rules and Regulations (6<sup>th</sup> Amendment) provides:

*All additions and changes to external structures and landscaping on any Lot must be pre-approved and completed in accordance with:*

- a. the plans, specifications and timetable submitted by the member/homeowner and approved by the Board; and in compliance with these Rules and Regulations,*
- b. after submitting application for approval, the member/homeowner has 60 days to complete the approved project from the date stated in said approval. If the project is not completed within that time period, the member must re-submit for approval again, which may be denied. [Note: the 60 day time limit for completion runs from the date of completion proposed in the application, not from the date of the application.]*
- c. prior submissions of applications approved before these rule changes that have not been completed, are not exempt and the owner or occupant must re-apply if requested changes have not been completed and more than 60 days has lapsed.*

**Whereas**, Section 10.5 of the Declaration of Covenants provides:

By resolution the **Board may assign and delegate all or any portion of its duties and responsibilities** under this Article X to an architectural committee appointed by the Board for such period of time as the Board shall provide for in such Resolution. **[Note: This provision authorizes an ARC but does not spell out the ARC's roles and scope of authority.]**

**Whereas**, Article IX of the Bylaws provides:

*The Association may appoint an Architectural Control Committee as provided in the Declaration, .... , as provided in these Bylaws. ...*

**The HOA Board of Directors does hereby resolve and direct as follows:**

1. The ARC is established in accordance with the HOA's Declaration of Covenants and Bylaws.
2. The members of the Architectural Review Committee ("ARC") and the members' roles on the Committee shall be as determined by the Board in a separate Resolution.
3. The membership of the ARC Committee and the roles of ARC members shall be modified only by action of the HOA Board of Directors.
4. [Blank]
5. The Committee Chair shall organize and direct actions of the ARC and further shall ensure the Committee does:
  - a. Finalize and document decisions regarding Applications submitted by HOA Members for approval of modifications to their homes and property in a timely fashion;
  - b. Notify the Board of any disapproval decision at the Board's next meeting; and
  - c. Provide at each Board meeting a summary of actions taken during since the last Board meeting regarding Applications.
6. The Vice Chair shall fulfill the duties of the Committee Chair should the Chair be absent or unavailable. The Secretary of the ARC shall fulfill the duties of the Chair if the Chair and Vice Chair are continuously absent or unavailable.
7. Sentry Management's Association Manager shall support the efforts of the Committee as requested by the Committee Chair.
8. Should the officers of the ARC be continuously absent or not available, the Association Manager shall fulfill the duties of the Chair temporarily until the ARC officers are again available or the Board appoints successors.
9. Based on decisions of the Committee and upon direction of the Chair, the Association Manager shall, in a timely fashion, provide written responses to HOA Members indicating whether their proposed property modifications are approved or rejected. Any notice of rejection shall clearly state the reasons for rejection.
10. **Any decision by the ARC to reject an HOA Member's application shall be presented to the Board at its next scheduled meeting and finalized only upon final approval of the Board.**
11. Upon receipt of an Application for approval of a change from an HOA Member, the ARC shall consider whether to approve or disapprove the proposed modification in a manner consistent with the following directives of the HOA Board.

- a. The ARC shall evaluate all plans and specifications utilizing standards of the highest level as to the aesthetics, materials, and workmanship and as to suitability and harmony of location, structures, and external design in relation to surrounding topography, structures, and landscaping.
  - b. The ARC shall NOT be responsible for reviewing, nor shall it consider, any design from the standpoint of structural safety or conformance with building codes.
  - c. The ARC shall not request copies of, nor review and provide advice regarding, contracts between an HOA member and a contractor.
  - d. The ARC shall endeavor to make the application and approval process prompt, convenient, and pleasant for the HOA Member.
  - e. The ARC shall consider whether the proposed modification to fences, roofs, exterior of homes, sheds, garbage container storage, and landscaping is consistent with:
    - i. Portions of the HOA's approved Rules and Regulations that apply to the appearance of HOA Members' property; and/or
    - ii. Architectural Standards and Criteria, if any, which have been specifically approved by Resolution of the HOA Board.
  - f. For the avoidance of doubt, the ARC shall make its decisions based only upon standards and criteria set forth in the Rules or other governing documents of the HOA and any additional standards and criteria specifically approved by written, approved Resolution of the Board.
11. Historically, the ARC has considered standards and criteria established by the committee in good faith but not specifically approved by the Board. Notwithstanding the requirements of paragraphs 10.e. and f. of this Resolution, the ARC is authorized to continue considering those standards and criteria. In the interim, the ARC is directed to propose standards and criteria for consideration of the Board. The Secretary of the HOA Board shall work with the ARC to help achieve this objective.
12. With respect to requests for repainting of structures:
- a. The Board hereby adopts the Color Book assembled by the ARC as of this date as the HOA's Approved Color Book;
  - b. The Board authorizes the ARC to approve paint color scheme requests by an HOA Member that:
    - i. Are included as approved color palettes in the HOA's Approved Color Book; and
    - ii. Involve palettes of other colors and tones as proposed by an HOA Member that are clearly similar in nature and of comparable attractiveness to the color palettes included in the Approved Color Book.
  - c. For the avoidance of doubt, the Board authorizes the ARC to approve alternative color palates (i.e., palates not in the Approved Color Book) proposed by an HOA Member ONLY if the ARC is confident that the proposed palate is consistent in nature and of comparable attractiveness to the color palettes included in the Approved Color Book. If the ARC cannot reach those determinations, the ARC must bring the request to the Board for consideration at its next regularly scheduled meeting.

# Appendix A

Authorizing the ARC  
Adopted \_\_\_\_\_

Page 10 of 14

- d. The ARC is directed to establish a list of palates, colors, and designs that will not be approved (e.g., black paint and other extreme or unusual colors not typically used in our Community and other similar communities or designs such a mural and graffiti based design).
- e. The ARC is directed to bring any recommended changes to the Color Book to the HOA Board for consideration and approval prior to implementing changes to the Color Book.
- f. The ARC is directed to review and update the HOA's Color Book at least once each 5 years.

12. Although Section 10.4 of the Declaration of Covenants provides for a fee to be charged for processing an ARC application, the Board has determined charging a fee is not desirable. Moreover, charging a fee is not necessary since most of the work of the ARC is accomplished by volunteers. Accordingly, the HOA Board hereby specifies that an application processing fee will not be charged.

13. This Resolution and each document that sets forth Architectural Standards and Criteria will be accessible through the HOA's website.

This Resolution supersede the similar Resolution adopted by the Board in April 2022 and shall remain in full force and effect until rescinded, superseded, or modified by further action of the HOA Board of Directors.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2023 by majority vote of the Twin Rivers HOA Board of Directors, Oviedo, FL.

Attested:

John F. Painter, Secretary/Treasurer

# Appendix A

Resolution 2022-5

Authorizing the Community Appearance Committee  
Adopted \_\_\_\_\_

Page 11 of 14

**Whereas, Article IX of the Bylaws provides:**

*In addition, the Board of Directors, by duly adopted resolution, may establish such other committees of limited authority for the management of the affairs of the Association as the Board of Directors may deem necessary or advisable and the number of members, the terms of offices of such members, and the authority vested in any such committee shall be determined by the Board of Directors as set forth in the resolution establishing such committee.*

**Whereas, the planning of improvements to and care of the Common Area and facilities and the appearance of the community is important to the Members of the HOA in terms of maintaining and improving property values and enhancing enjoyment of the community. Accordingly, the appearance of the community warrants the focused attention of the Community Appearance Committee.**

**The HOA Board of Directors does hereby resolve and direct as follows:**

1. The Community Appearance Committee is established as provided in the HOA's Bylaws.
2. The Members of the Community Appearance Committee and the Members' roles on the Committee shall be as determined by the Board in a separate Resolution.
3. The Membership of the Community Appearance Committee and the roles of the Committee Members shall be modified only by Resolution of the HOA Board of Directors.
4. [Blank]
5. The Community Appearance Committee shall:
  - a. Plan and prepare budget requests for maintenance and improvements of the Common Areas and facilities for consideration by the Board;
  - b. Implement maintenance of and improvements to the Common Area and facilities within budgets approved by the Board;
  - c. Recommend invoices for payment by the Association Manager subject to final approval of the Treasurer and Association Manager; and
  - d. Direct, coordinate, and oversee the Association Manager appointed by Sentry Management with respect to compelling compliance by HOA Members and residents with the HOA Rules adopted by the Board and the Declaration of Covenants, Conditions, Restrictions, Reservations and Easements for Twin Rivers Development ("Deed Restrictions") that apply to all property with the HOA in accordance with further direction and priorities established by the Board.
6. This Resolution will be accessible through the HOA's website.

This Resolution supersedes the similar Resolution adopted by the Board in April 2022 and shall remain in full force and effect until rescinded, superseded, or modified by further action of the HOA Board of Directors.

**Appendix A**

**Resolution 2022-5**

**Authorizing the Community Appearance Committee**

**Adopted \_\_\_\_\_**

Page 12 of 14

Approved this \_\_\_\_ day of \_\_\_\_\_, 2023 by majority vote of the Twin Rivers HOA Board of Directors, Oviedo, FL.

Attested:

John F. Painter, Secretary/Treasurer

**Whereas**, Article IX of the Bylaws provides:

*In addition, the Board of Directors, by duly adopted resolution, may establish such other committees of limited authority for the management of the affairs of the Association as the Board of Directors may deem necessary or advisable and the number of members, the terms of offices of such members, and the authority vested in any such committee shall be determined by the Board of Directors as set forth in the resolution establishing such committee.*

**Whereas**, effective communications with HOA Members and a sense of neighborhood are extremely important to the well-being of the community and the effectiveness of the HOA.

**The HOA Board of Directors does hereby resolve and direct as follows:**

1. The Neighborhood Committee is established as provided in the HOA's Bylaws.
2. The Members of the Neighborhood Committee and the Members' roles on the Committee shall be as determined by the Board in a separate Resolution.
3. The Membership of the Neighborhood Committee shall be modified only by action of the HOA Board of Directors.
4. The Neighborhood Committee shall:
  - a. Plan and prepare budget requests for activities consistent with the purposes of the Committee for consideration by the Board;
  - b. Implement approved activities within budgets approved by the Board; and
  - c. Recommend invoices for payment by the Association Manager subject to final approval of the Treasurer and Association Manager.
5. Activities planned by the Committee may, without limitation, include:
  - a. Community garage sales
  - b. Backpack Drive in July (school supplies)
  - c. Food Drive (Pantry Collection) for local schools
  - d. Community Outreach
  - e. Meet/pictures with Santa
  - f. Christmas decorations
  - g. Partner with HOPE Helps for Annual Christmas in the city
6. This Resolution will be accessible through the HOA's website.

This Resolution supersedes the similar Resolution adopted by the Board in April 2022 and shall remain in full force and effect until rescinded, superseded, or modified by further action of the HOA Board of Directors.



**Appendix A**

**Resolution 2022-6  
Authorizing the Neighborhood Committee  
Adopted \_\_\_\_\_**

Page 14 of 14

Approved this \_\_\_\_ day of \_\_\_\_\_, 2023 by majority vote of the Twin Rivers HOA Board of Directors, Oviedo, FL.

Attested:

John F. Painter, Secretary/Treasurer