

## **NFCA INTERIM BOARD OPERATING GUIDELINES**

### **1.0 POLICY**

The Board of Directors of North Farm Citizens Association (NFCA) has the power and responsibility to make decisions for the entire community and set policies and guidelines for architectural control within the community. Maintaining the architectural integrity of the community is an important function of the NFCA. Another important function of the NFCA is to preserve the aesthetic quality and property values within the community. Lastly, the NFCA must treat every homeowner fairly and with respect and not engage in any disparate treatment when making architectural request decisions.

- 1.1 It is the policy of the NFCA to act in an open and transparent manner with the community
- 1.2 It is the policy of the NFCA to act in accordance with the by-laws of the community.
- 1.3 It is the policy of the NFCA to exercise its fiduciary responsibility to the community and to be a good steward of the community's money.

### **2.0 NFCA SERVICES TO NORTHFARM**

- 2.1 The NFCA maintains for the use of the community a moderated listserv.
- 2.2 The NFCA maintains a community website.
- 2.3 The NFCA operates and supervises the Architectural Controls Committee.
- 2.3 The NFCA maintains liability insurance for the community entrance signs.
- 2.4 The NFCA maintains D&O insurance for the board.
- 2.5 If warranted, the NFCA may obtain the services of consultants, contractors, and lawyers.

### **3.0 NFCA MEETINGS PROCESS**

- 3.1 The NFCA shall hold regular open meetings on a schedule to be set by the NFCA.
- 3.2 The schedule of meetings shall be announced by mailing and by posting to the NFCA website
- 3.3 Agendas for each meeting shall be made public on the listserv or website.

- 3.4 Meetings shall be conducted utilizing polite and civil meeting procedures.
- 3.5 The NFCA may, in its discretion and in accordance with the Montgomery County Commission on Common Ownership rules, hold a closed meeting.
- 3.6 Minutes of meetings shall be taken and stored on the NFCA cloud storage record keeping system.

#### 4.0 WORK NOT REQUIRING MEETINGS

- 4.1 The NFCA may assign specific action items to a particular board member or committee member without an open meeting. Such tasks may include dealing with consultants, accountants, etc.