



Weston Ridge Cottage Homes POA

Together, we make a community.

VOLUNTEER POLICY & GUIDELINES

1. Purpose and Scope

The Weston Ridge Cottage Homes POA relies on the support of community volunteers to help maintain our high aesthetic standards and foster a welcoming neighborhood. This policy establishes a safe, structured, and legally compliant framework for volunteer participation. It defines the limits of volunteer authority to protect individual participants, residents, and the Association.

2. Board Discretion and Authority

- **Sole Discretion:** Appointment to any committee, workgroup, or single volunteer assignment remains at the sole discretion of the elected Board of Directors.
- **Revocation:** The Board reserves the absolute right to remove any volunteer or dissolve any ad-hoc committee at any time, with or without cause.
- **No Compensation:** All volunteer positions are strictly uncompensated. Participation does not grant any special community privileges, dues waivers, or exemptions from the Weston Ridge Cottage Homes POA Rules and Regulations.

3. Clear Boundaries of Volunteer Authority

- **No Decision-Making Power:** Volunteers do not have independent decision-making authority, voting power, or operational control over the Association. They operate strictly in an advisory capacity or to execute assigned tasks.
- **No Contractual or Financial Authority:** Volunteers are strictly prohibited from hiring vendors, purchasing goods, or signing agreements on behalf of the POA. No volunteer may legally bind the Association to any financial or contractual obligation.
- **No Enforcement or Confrontation:** Volunteers may not enforce POA rules, issue violation notices, or confront neighbors regarding architectural or behavioral non-compliance. All enforcement duties are handled solely by the Board.
- **No Attendance at Executive Sessions:** Volunteers are strictly prohibited from attending closed or executive session Board meetings. While volunteers may attend the open, general portion of Board meetings, executive sessions are reserved exclusively for elected Board members to discuss confidential legal, personnel, or collection matters.

4. Operational Protocols

- **Written Project Charters:** Before starting a project, volunteers or committees must receive a written scope of work or project charter explicitly approved by the Board.
- **Reporting Structure:** Every committee or volunteer project will be assigned a Board Liaison. Volunteers must present status updates to their Liaison and submit final recommendations to the Board for official review and voting.
- **Expense Reimbursement:** Personal funds spent without explicit, prior written approval from the Board will not be eligible for reimbursement. All planned expenses must be integrated into an approved project budget.

5. Code of Conduct and Confidentiality

- **Professional Conduct:** Volunteers represent the community. They must act respectfully and fairly toward all neighbors, avoiding conflicts of interest.
- **Confidentiality:** Volunteers who become privy to private homeowner data, unresolved architectural applications, or internal Board deliberations must keep that information strictly confidential. Divulging sensitive information outside of official channels will result in immediate removal.

By signing below, I explicitly acknowledge, represent, and agree to the following terms:

1. **Receipt, Review, and Understanding:** I hereby acknowledge formal receipt of the Weston Ridge Cottage Homes POA Volunteer Policy & Guidelines. I warrant and represent that I have read this document completely, fully understand its terms, and have had the opportunity to ask questions or seek independent legal counsel regarding its meaning if desired.
2. **Policy Compliance:** I agree to strictly abide by all terms, restrictions, and operational boundaries outlined in this policy. I explicitly understand that my volunteer authority is limited solely to tasks explicitly directed and authorized in writing by the Board of Directors, and I have no authority to act independently.

Date: _____

Signature of Volunteer

Printed Name

Address