

Morningside Subdivision Homeowners Association, Inc.
Board of Directors Policy Statements

The following are the policies established by the Board of Directors (BOD) to aid in the management of the Morningside Homeowners Association (MHOA) and to ensure timely execution of MHOA business. Policy Statements will be numbered by the year and month in which they were passed by a meeting of the BOD. For example, PS-1401-01 would be the first Policy Statement passed in January of 2014. Policy Statements may be submitted for consideration to become a Bylaw of the MHOA at the Annual Meeting of the MHOA. Policy Statements will become a Bylaw if passed by the members of the MHOA as outlined in the MHOA Bylaws.

PS-1403-01 – Standing Agenda Items:

- a. Annual Meeting of the MHOA - The BOD must plan the agenda for the Annual Meeting of the MHOA. The Meeting Agenda must be distributed to the MHOA members **one month before the date of the** Annual Meeting of the MHOA, which will be held between the months of **May** and October of each year at a time and place determined by the BOD. (Revised 8/25/2020)
- b. Meetings with CAM - BOD will schedule meetings with CAM (at CAM office) as needed. A CAM representative should also attend the Annual MHOA Meeting. (Revised 8/25/2020)
- c. Review of Management Company - The BOD must conduct an Annual Contract Performance Review of the Management Company, currently Community Association Management (CAM) each **July**. The BOD must vote to renew, or not to renew the contract, annually at the **July** BOD meeting. The CAM contract renews on **September 1st** of each year.
- d. Vendor Contracts - The BOD must conduct an Annual Contract Performance Review of Vendor Contracts each **February**. The BOD must vote to renew, or not to renew each contract, annually at the **February** BOD meeting. Vendor contracts normally run from **April 1 to March 31**. Vendor Contracts require the signatures of two BOD members.
- e. Website Renewal - The BOD will determine whether to renew or transfer the Website(s) to CAM at the **December** BOD Meeting.
- f. Annual Invoice Review – Dues Invoices will be reviewed in **December**. Special attention should be given to format and “Paid-In-Full” status of Members.
- g. Meeting Schedules – Regularly Scheduled Meetings of the BOD will normally be held on the **4th Tuesday of each month**. Special Meetings may be called in accordance with the MHOA By-Laws. (Revised 9/30/2014)

PS-1403-02 - Email Votes of the BOD:

- a. BOD actions approved via email vote between meetings take immediate effect.
- b. Actions taken by the BOD via email between meetings must be added to the agenda and confirmed by the BOD at the next regularly scheduled BOD Meeting.

PS-1403-03 – Annual Corporate Filing with the Secretary of State (SOS):

- a. The Manager/Agent (currently CAM) of the MHOA will complete the Annual Corporate Filing for the MHOA with the SOS as required by law, rule, or regulation.
- b. When completing the corporate filing with the SOS the Manager/Agent will use the physical address of the MHOA President as the corporate address and the Manager/Agent's physical address as the Manager/Agent's address.

PS-1403-04 – Maintaining the List of Current Residents and Renters:

- a. The President, or his/her designee, of the MHOA has the primary responsibility of maintaining the List of Current Residents (Homeowner/Member) and Renters. (Revised 8/25/2020)
- b. The Manager/Agent is responsible for providing the President with any updated information received from Closings or from Residents or Renters.
- c. The List of Current Residents will be updated whenever new information is received.

PS-1403-05 – Managing Operating Funds:

- a. As of **March 1st** of each year, the Treasurer of the MHOA will transfer annual dues money received by the Manager/Agent into the MHOA accounts at the Synovus bank except that a minimum of \$15,000 will remain in the BB&T Working Account. (Revised 8/25/2020)
- b. The Manager/Agent will have access to the BB&T Working Account to pay bills and conduct the business of the MHOA as directed by the BOD.
- c. The Treasurer will determine the distribution of money between the MHOA accounts at the Bank of Synovus bank. (Revised 8/25/2020)
- d. When the BB&T Working Account falls below \$5000, the Treasurer will transfer enough money from the Synovus bank account(s) to the BB&T Working Account to return the balance to a minimum of \$15,000. (Revised (8/25/2020)
- e. The BOD requires MHOA Members (including the BOD) to submit a voucher for the reimbursement of expenses. The voucher must include date the expense was incurred, name and address of the member, amount of the expense, and a brief explanation of the expense. Completed vouchers along with copies of receipts must be submitted to the BOD Treasurer for reimbursement. The Treasurer will submit vouchers to CAM for payment. (Added 10/28/2014)

PS-1403-06 – Morningside HOA Website:

- a. The MHOA Website(s) will be maintained by the Communications Committee Chairman. **(Revised 8/25/2020)**
- b. The MHOA Annual Meeting Agenda will be posted on the Announcements Page of the MHOA website.

PS-1403-07 – Biennial Review of Morningside HOA Independent Audit Requirements:

- a. The BOD will determine if an independent audit of the MHOA finances is required. This review is required every two (2) years to coincide with installation of a new BOD. **(Revised 8/25/2020)**
- b. In addition to the Biennial Review, a majority of members present at the MHOA Annual Meeting or the BOD at any time may call for an independent audit of the MHOA finances.

PS-1403-08 – Quarterly Review of Morningside HOA Budget:

- a. The Treasurer will prepare a quarterly report of the MHOA Budget. The report will compare the expenses of the MHOA against the budget to ascertain if the MHOA is meeting our budget projections.
- b. Quarterly Reviews of the MHOA Budget will be conducted by the BOD in **January, April, July, and October.** **(Revised 8/25/2020)**
- c. The Annual Budget will be set each **March.**

PS-1406-01 – Interpretation of Covenant 6.15 – Recreational Vehicles and Trailers:

The following interpretation will be used by the BOD to determine if a violation of Covenant 6.15 exists:

A trailer will be considered “parked on a lot” when it is not in use and either attached to or detached from a vehicle, or if the trailer remains on the lot overnight and is either attached to or detached from a vehicle. For a trailer to be considered in use, the trailer must be attached to a vehicle for the purpose of towing the trailer and the owner must be in the immediate vicinity of the trailer loading or unloading the trailer or otherwise performing work that requires the use of the trailer.

If it is necessary to park a trailer on a lot for an extended period of time, notify the BOD at least 10-days in advance of the reason and proposed duration. Examples of this may be parking a trailer in the driveway for the purpose of moving, or to perform maintenance on a trailer or boat. The BOD may grant a waiver of the covenants for periods of short duration and for various reasons.

PS-2008-01 – Handling of Requests for Modification:

- a. The Chairperson of the Architectural Control Committee (ACC) shall receive and review all Requests for Modification. Requests for Modification may be sent to the ACC Chairperson via email, regular mail, or hand delivery.
- b. The ACC Chairperson shall forward all Requests for Modification to the full ACC for review with his/her recommendations for Approval/Disapproval. The ACC Chairperson will ensure that the MHOA President is copied on all emails/correspondence concerning Requests for Modification.
- c. If the ACC believes that the Request for Modification may be controversial, or the President directs, the Request for Modification shall be forwarded to the BOD for review prior to Approval/Disapproval.
- d. Routine Requests for Modification that are in accordance with the Morningside Architectural Design Standards may be approved by the ACC Chairperson after review by the full ACC and a hard copy of the signed Request for Modification shall be forwarded to the MHOA President prior to the next scheduled BOD Meeting.
- e. Requests for Modification that are not in accordance with the MHOA Architectural Design Standards may require a Variance and shall be forwarded to the BOD for final Approval/Disapproval.
- f. All Requests for Modification, whether approved or disapproved, must be forwarded to the BOD prior to the next scheduled BOD Meeting and the final status of each request recorded in the BOD Meeting Minutes.