

Crooked Tree Estates Homeowners' Association Board Charter

Updated 9/2/19

Purpose: Manage the Crooked Tree Estates (CTE) Homeowners' Association (HOA) to maintain property values, sustain a safe living environment and create a community where everyone is proud to live.

Objectives:

- Follow the covenants, by-laws and Ohio State Law
 - o Code of Regulations, the Ohio Nonprofit Corporation Statute (R.C. Chapter 1702)
 - o Ohio Planned Community Act (R.C. Chapter 5312).
- Make changes to the covenants & by-laws when necessary.
- Manage the budget and maintain low HOA dues. Review budget quarterly.
- Keep homeowners informed and involved

Team Norms:

- Any requests within the board should allow at least 3 days to respond.
- Everyone agrees to make a priority to make each meeting.
- Family activities take priority (e.g. vacation, family in town, games, etc.)
- Share your input on topics requested in the meeting notes by email within 3 days after the meeting, if you cannot attend. Reply to everyone on the board.
- Respect and support the team's decision made by the majority of the board.
- Listen and respect each other, allowing input by all board members.

Meeting Plan:

Monthly – 1st Tuesdays 7:00 – 8:30 pm

Mason Fire House #51 or municipal building

Annual meeting with elections in March or April – exact date/time to be planned by the board

Special and executive sessions planned as needed following covenants and Ohio law

Meeting Process:

- The President will lead the meeting.
- The Secretary will take notes, or notes will be taken by a designate.
 - o A designate may not take notes for an executive session, as they are not allowed to attend unless they are a trustee/board member.
- Conversation will start with board member discussion
- Guests of the meeting may make comments, if and when requested by the President.
 - o Topics requested by a homeowner must be made in advance and approved by a majority of the board
- The President will initiate the process prior to every decision.
- Every decision will be clearly stated prior to making every decision
- Guests are not allowed to comment or vote during the decision-making process

Board Meeting Norms (includes attendees):

- Respect everyone during the conversation – everyone is entitled to their opinion
- Every board member present at the meeting will have an opportunity to provide input
- One conversation – listen to the person talking
- Speak for yourself – do not speak for others
- Board members are representing what is best for the community – not their personal interests
- Roberts rules may be used as reference for meeting procedures.

Communication:

Meetings & Events posted on-line (e.g. website, Facebook)

Sign posted in the community

Information newsletter sent to residents throughout the year

A. Kungu 9/3/19

TE. L. L. L. 9/3/19

Shawn M. Hopkin 9.3.19