

## STANDING RULES

Updated and Approved June 17, 2020

Standing Rules can be changed by the Board of Directors at any regular Board Meeting. The main purpose of the Standing Rules is to call attention to selected information that is not in the CC&Rs or Bylaws so future Boards are cognizant of processes and protocols already in place.

1. **Board Meetings.** The location for regular Board meetings shall be the Hiddenbrooke Clubhouse. The Board will generally follow *Roberts Rules of Order* to conduct its meetings.
2. **Posting of Meeting Agendas.** Agendas shall be posted on the door of the Welcome Center at least four (4) days in advance of a meeting.
3. **Annual Meeting Cutoff.** Per the Bylaws, the Annual Meeting is in June, and Members must be the owner of record by May 31st in order to vote in the June Election for Directors. The Board may change this date if the Annual Meeting needs to be moved.
4. **Time Limit for Public Forum of a Regular Board Meeting.** The time limit for Members to speak at a Board Meeting shall be set by the Board of Directors per Bylaws Article 4.4. The Board has set the time limit at three (3) minutes. The following will appear on the Agenda for all regular Board Meetings: *Anyone wishing to address the Board on any matter for which another opportunity to speak is not provided on the Agenda, and which is within the jurisdiction of HPOA may speak now. Each speaker should state his /her name, and address for the record. Each speaker is limited to three (3) minutes. Secretary shall track the time.*
5. **Committee Year** for the Hiddenbrooke Architectural Review Committee (HARC) shall be September 1 through August 31. HARC members serve for 2 year terms, which shall be staggered so all Committee members are not reappointed at the same time.
6. **Hiddenbrooke Newsletter.** HPOA shall publish two (2) online HIDDENBROOKE TIMES newsletters each year with a small number of hard copies available for pickup at businesses in the Retail Center. Upcoming Board Meeting dates for at least the two following months should be published under "Important Dates". HPOA shall charge a reasonable fee for local businesses to advertise in the newsletter, to be used to offset production costs.
7. **Collection.** Delinquent accounts that owe more than \$500 in assessments and fines will be referred to Collection and possible court action.
8. **Payment of Bills.** All invoices for payment from independent contractors and Board members with reimbursable expenses must be submitted to HPOA's Management Company by the 15th of the month and will be paid in 30 days.

9. **Financial Reserves.** The Board may adopt a reasonable target amount to set aside from Owner dues as savings for unforeseen future needs. The current target amount is \$50,000.
10. **Community Message Board.** HPOA shall use the community Message Board for notice of upcoming HPOA meetings and general reminders about CC&R compliance items (trash cans, weed abatement, Holiday Decorations, yard maintenance, including bark, need to paint, pick up dog litter, reminders about community votes, etc.). The Hiddenbrooke Golf Club (which owns half the Message Board) shall be responsible for posting their messages. A community volunteer or Board member shall be responsible for posting HPOA messages and coordinating with the Golf Club regarding the use of the Message Board. Plastic letters for the Message Board are stored inside the Welcome Center and can be re-ordered when needed from Visual Products Inc.
11. **Community Keys.** HPOA had the following keys:
  - Meeting Room at the Clubhouse (kept by President or Secretary),
  - Black HPOA Mailbox (Secretary and HARC Chair),
  - Community Message Board: Community volunteer and/or Secretary. There's an additional key for the back door of the Welcome Center to gain entry to the inside for the letters if the Guard is on patrol.
12. **Welcome Committee.** The Board shall maintain a Welcome Committee to contact and welcome new owners to the community. The Committee may hand out welcome packets, which may include items from local businesses or other reasonably priced welcome gifts and shall include summary information about key CC&R requirements. Costs for the welcome packet items will be reimbursed by HPOA.
13. **Blue Doggie Bags.** A community volunteer(s) shall be responsible for purchasing and replenishing the blue doggie bags in the dispensers located around the community. The cost will be reimbursed from the HMD fund.
14. **Items Owned by HPOA**
  - PC Laptop Computer
  - 1 HPOA Banner - two by six feet
  - 1 National Night Out banner
  - 1 lock and extra key for St John Mines Rd gates
  - 1 Epson LCD projector
  - ½ Ownership of Message Board
  - HPOA Mailbox
  - One prefabricated meeting announcement Board to go into the Community Message Board
  - One pick up your dog litter sign for inside the Message Board
  - Keys for the Message Board, Mailbox, and Welcome Center