

DCCOA Board Policies and Procedures

Adopted June 22, 2004

- I. Board Meetings
 - a. Meetings are held at Deercreek Country Club on the third Thursday of each month at 7 PM, except for December, in which the board meeting will immediately follow the Annual Meeting during the first week of the month.
 - b. The Order of Business for board meetings will be as follows:
 - i. Roll and Approval of Minutes
 - ii. Presentation by invited outside speakers
 - iii. Comments by Deercreek property owners
 - iv. Property Manager's Report
 - v. Committee Reports
 - vi. Unfinished Business
 - vii. New Business
 - c. Robert's Rules of Order will be observed, in order to conduct business in an efficient manner. All speakers, including board members, will be recognized by the chair before presenting their statements.

- II. Board Elections
 - a. The Nominating Committee will be appointed in August of each year.
 - b. By September 15, they will send out letters asking candidates to submit requests to be placed on the ballot for the December election at the Annual Meeting. Ballots and Proxies will be mailed by November 1.

- III. Financial Matters
 - a. Board members and committee members will not profit personally by entering into contracts with DCCOA or its committees. Service, in elected or appointed positions, in the Association is voluntary, and those holding such positions are not paid with Association funds for their time or service to the Association. Directors and Committee Members should avoid any conflict or potential conflict of interest between themselves and the purposes of the Association. Any situations that

involve, or may be reasonably inferred to involve, conflict between the Director's or Committee Member's personal interest and the interest of the Association should be avoided. Therefore, it is the policy of DCCOA NOT to enter into a contract or other remunerated business dealing with Board members or Members of Committees and their family members. (*Board policy, adopted in 2003*)

- b. All DCCOA checks must be signed by two board members.
- c. Bidding for DCCOA board or committee contracts will be handled in accordance to the policy below. (*Board policy, adopted April, 2004*).
 - i. All purchases and services, whether budgeted or non-budgeted, should be competitively placed for bids if the total cost is more than \$3,000. The bids can be initiated by committees or the Board and will be handled by the management company.
 - ii. The committee or Board is not required to accept the lowest bid; it can choose to use the lowest "qualified and responsible" bidder, based on past performance, responsiveness, or other criteria the Board deems relevant.
 - iii. The committee or Board may suggest bidders but may only direct bids to two of the three bidders.
 - iv. When bids are received, they should be presented to the Board for final approval, along with a complete outline of the project or service.
 - v. Purchases or services included with yearly contracts and budgeted within the context of the contract would not require additional bids. However, yearly contracts should include hourly rates and unit costs for additional services and materials good for the term of the contract or agreement.
 - vi. It is the responsibility of the committee overseeing the contract to make sure the DCCOA is being provided the materials and services outlined in the contract.
 - vii. Long-term contracts, such as landscaping, security, management, lakes, insurance, newsletter, should be written for no more than three years and should automatically expire at the end of each year, with an option for DCCOA to renew at the same terms or with a modest increase for inflation without re-bidding. Revisions made during the three years of the contract must be approved by the Board.

- viii. At the end of three years the contract must be bid out to no less than three bidders, and the committee responsible should present the findings to the Board. The Board must approve the new contract.
- d. The following small expenditure policy was adopted *in June, 2004*: The President and Board Committee Liaison may agree to budgeted committee expenditures of up to \$300 if such expenditures would:
 - 1. be unpredictable,
 - 2. improve efficiency,
 - 3. and occur infrequently.
- e. The Board of Directors of Deercreek Country Club Owners Association (the Board) may, at its discretion, give committee chairs a “pre-approval” process to define, have approved and spend specific line item expenditures without further approval from the Board, based on the committee’s approved budgets during a calendar year under the following conditions (*Board policy, adopted April, 2009*):
 - i. The committee must submit a sufficiently detailed line item budget to apply for the pre-approval expenditure(s). For expenditures to be pre-approved they must be sufficiently detailed and submitted to the Board in a manner for which the scope, costs and final results of the expenditures are specific.
 - ii. The Board will have the option to pre-approve those individual line item expenditures during the budgeting process. If expenditure is pre-approved, the committee will be given an official signed copy of the budget with those expenditures initialed by a board officer for which approval was given.
 - iii. The committee chair to initiate a specific expenditure during the calendar year, for which the expenditure was approved by the Board, shall need final approval by the committee by a majority vote where a quorum is present. This approval must be documented within the minutes of the committee. Expenditures may be approved by an electronic vote as well.
 - iv. All expenditures must follow the DCCOA guidelines for receiving multiple bids when the appropriate amount of the expenditure exceeds DCCOA defined threshold. Refer to current “DCCOA Board Policies and Procedures.”

- v. Finally, the committee chair, to execute a specific expenditure, must have the written “approval” by the DCCOA President and only in reasonable absence thereof, by the Vice-President or Treasurer.
- f. Guidelines for use of Independent Professionals or Consultants.
 - i. The use of third party expertise to assist the Board of Directors of DCCOA in decision making is, at times, necessary. Since this expertise may entail significant cost, the following guidelines are adopted. The use of a third party does not relieve the Board of its responsibility to review competitive bids in their entirety and to make the final decision.
 - ii. Third party expertise is suggested when any of the following conditions exist.
 - a. There is a lack of expertise in an important aspect of the matter being considered.
 - b. The nature of the work being considered is of sufficient complexity or requires more hands-on time than can be devoted by the Board or the Property Manager.
 - c. The cost exceeds \$5,000.
 - iii. Professionals and third party contractors shall be engaged and paid on a project-by-project basis. In addition, whenever possible, payment shall be conditioned upon the third party or professional completing specified performance objectives or job specific benchmarks. The board will not approve payment of parties in violation of these guidelines. The property manager and/or committee chairs shall ensure that any professional or third party is advised of the requirements. (*Board policy, adopted in 2003*).
- g. No Board member has the authority to enter into a financial commitment for DCCOA without the approval of a majority of the Board of Directors, unless there is an emergency involving a clear and present danger to the community.

IV. DCCOA Committees

- a. All committee officers and members serve at the approval of the Board of Directors.
- b. No committee chair is to serve more than three years consecutively. (previously adopted by the board)
- c. Before each board meeting, committees are requested to supply the board secretary with minutes of each meeting occurring during the previous month. The board secretary will provide these to the board members.
- d. Committees should examine their charters on an annual basis and submit any recommended updates or revisions to the DCCOA board for approval.
- e. Committees should submit to the board for approval any statements of committee policy or procedure changes they may wish to adopt.
- f. Committees will observe the bidding policy adopted by the DCCOA Board in April of 2004.
- g. If a committee member misses three consecutive meetings, the post will be considered vacant.
- h. Board Liaisons to committees are expected to :
 - i. Attend committee meetings and report to the board.
 - ii. Understand board policies and serve as a resource for such information for their committees.
- i. Complaints or Concerns of DCCOA Residents should be presented to the appropriate committee for action, if at all possible, before being submitted to the Board of Directors.