

DCCOA Board Policies and Procedures

I. Board Meetings

- a. Board Meetings are to be generally held at Deercreek Country Club on the fourth (4th) Thursday of each month at 7 PM, except Board Meetings may be scheduled on the fifth (5th) Thursday of the month when applicable. The November Board Meeting will be scheduled on the Thursday during the week before the Thanksgiving holiday and there will be no Board Meeting in December.
- b. The Order of Business for Board meetings will be as follows:
 - (i) Roll Call and Approval of Minutes from prior Board Meeting.
 - (ii) Presentation by invited outside speakers
 - (iii) Comments by Deercreek property owners
 - (iv) Community Association Management Report
 - (v) Committee Reports
 - (vi) Unfinished Business
 - (vii) New Business
 - (viii) Approval of current expenses and payments.
 - (ix) Adjournment
- c. Robert's Rules of Order will be observed in order to conduct business in an efficient manner. All speakers, including Board Members, must 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 15th, the Nominating Committee shall send out letters or electronic mail notifying candidates to submit requests to be placed on the ballot for the January election at the Annual Meeting. Ballots and Proxies shall be mailed by December 1st. Properly completed Proxies may be sent by electronic mail.

III Financial Matters

- a. Board Members and Committee Members shall not directly or indirectly, through business associates or family members, enter into contracts with DCCOA or its Committees. Service in DCCOA is voluntary and those holding elected or appointed positions shall not be paid with Association funds for their time or service to the Association. Directors and Committee Members must 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 Board of Director's or Committee Member's personal interest and the interest of the Association must be avoided. It shall be 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.

- b. All DCCOA checks must be signed by the Controller or the President of the property management company ("Management Company") that has been engaged by DCCOA to oversee the operations of the Deercreek community.
 - (i) Invoices shall be reviewed by the Community Association Manager before being submitted for payment. Any invoice payment request in excess of \$1,000 from a vendor or service provider, not presently under contract with DCCOA, shall be reviewed and approved by the President of the Management Company prior to payment.

 - (ii) The Management Company shall provide DCCOA President, Vice President, and Treasurer a Weekly Aged Payables report providing a complete schedule of the payments that have remitted to vendors and service providers during the reporting period.

- c. Bidding for DCCOA contracts shall be managed in accordance with the following policy:
 - (i) Except as otherwise approved by the Board, all single item purchase events representing a cost in excess of \$3,000, and all third-party service provider Contracts that exceed 10% of the

Budget, shall be competitively bid. (Florida Statutes 720.3055 (2)(a)(1).

- (ii) At the direction of the Board, bids shall be:
 - A) Initiated by a designated Committee;
 - B) Processed by the Community Association Manager; or,
 - C) Managed directly by the Board, which may include the creation of an Ad Hoc Committee by the Board for the specific review and processing of a bid program.

- (iii) It shall not be a requirement for the lowest bid proposal to be accepted. Such tangible factors as contractor qualifications, experience, past performance and history with DCCOA, or other criteria may be taken into consideration within the bid process.

- (iv) The Board shall solely approve all Contract bid purchases and third-party service provider Contracts. Contract bid purchases and service provider Contracts that are initiated through Committee, or the Community Association Manager, shall be forwarded to the Finance Committee for review and then forwarded to the Board with a Finance Committee recommendation for either approval or disapproval of the bid and the reasoning in support of the recommendation.

- (v) Budget-approved monthly purchases of goods and services shall not require undertaking a Contract bid process. However, the Board may periodically direct the Finance Committee to complete and submit a market cost analysis of specific monthly products and services being provided to DCCOA for Board review and possible adjustment to purchasing procedures.

- (vi) It shall be the primary responsibility of the Community Association Manager for coordination and performance of the applicable service provider to assure DCCOA is being provided the materials and services outlined in the Contract.

- (vii) In order to facilitate the fiscal planning for DCCOA, the service provider Contract for security, common property landscaping, lake maintenance, fountain maintenance, Internet and communication services, and Community Association Manager shall:

- A) Be for three (3) year periods with Contract terms and conditions acceptable to the Board, and reflecting a Contract expiration date of December 31st.
 - B) Include a thirty (30) day Contract cancellation provision without penalty to DCCOA;
 - C) Require the Contract service provider to be properly licensed, provide proper evidence of applicable Workmen's Compensation coverage, carry single-limit liability insurance coverage of not less than \$1,000,000 with an insurance company acceptable to the Board and licensed to do business in Florida, and provide an insurance certificate naming DCCOA as an additional insured entity under the Contract.
 - D) The Community Association Manager shall be responsible for assuring compliance with the Contract service provider Workmen's Compensation and liability insurance coverage requirements, and shall provide the Board with an annual Contractor Insurance Compliance Report by January 31st.
 - E) Any revision to a Contract must be approved by the Board.
- (viii) The bidding and award process for renewal of service provider Contracts is to be completed and approved by the Board by the 3rd Thursday in November in the year in which the subject Contract agreement is scheduled to expire.
- d. In the event of an emergency (defined as a serious, unexpected, and dangerous situation to property or people requiring immediate action) and a Special Meeting of the Board to address the emergency is not readily able to be convened, the President and Treasurer (or in the event one or both is unavailable, then Vice-President, then Secretary, then remaining Board Members) may collectively, in the absence of a Special or Regular Board Meeting, have discretionary spending authority for the payment of a DCCOA expense to resolve and correct the emergency condition.

e. The President, or in reasonable absence thereof, the Treasurer or Vice-President, may, at its discretion, individually provide the Finance, Common Property and Access Control Committee Chairs authority to approve expenditures without having to obtain formal Board approval for the expense in advance, subject to the following conditions:

- (i) The pre-approved purchased item or service is a current approved Budget forecast expenditure;
- (ii) The maximum approved single purchase expenditure authority shall not exceed \$500.00. The maximum annual purchase expenditure authority shall not exceed 3,000.00; and,
- (iii) The Committee Chair shall submit a detailed expense report cataloging all Association expenditures incurred and attaching appropriate receipts in support of these charges prior to reimbursement of payments.

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 will be necessary from time to time. Since this expertise may entail significant cost, the following guidelines below are adopted. The use of a third party consultant does not relieve the Board of its obligation to review competitive contractor bids and to make the final commitment 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 Community Association Manager.

C. The envisioned Association cost for the improvement to be constructed that is the subject of the engagement service will exceed \$3,000.

(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 consultant or professional completing specified performance objectives or job specific benchmarks. The Board will not approve payment of parties in violation of these guidelines. The Community Association Manager and/or Committee Chairs shall ensure that any professional or third party consultant is advised of these requirements.

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.

IV. DCCOA Committees

- a. All Committee officers and members serve at the approval of the Board of Directors.
- b. Committees are encouraged to rotate chair appointments every three (3) years.
- c. Before each Board meeting, Committees are requested to supply the Board Secretary with a written copy of the Minutes from the most recent Committee Meeting at least two (2) days prior to the next scheduled Board Meeting. The Board Secretary is responsible for providing the Minutes of Committee Meetings to the Board Members.
- d. Committees should examine their charters on an annual basis and submit any recommended charter updates or revisions to Committee policies or procedures to the Board for approval.
- e. Committees will observe the bidding policy adopted by the DCCOA Board, as amended.

- f. Committee Members should contact their Chair for an “excuse absence” to advise he/she is unable to attend a regularly schedule Committee Meeting. If a Committee member misses three (3) consecutive meetings without an “excused absence”, the post will be considered vacant.

- g. Board Liaisons to Committees:
 - (i) Are expected to attend Committee meetings and report to the Board;

 - (ii) Shall be a voting member of the Committee (*except the Liaison to the Covenant Enforcement Committee shall not be a voting member of this Committee per Florida Statues 720*); and,

 - (iii) Understand Board policies and serve as a resource for such information for their Committee.

- h. When possible, complaints or concerns of DCCOA Members should be presented to the appropriate Committee for recommended action before such complaint or concern is submitted to the Board.