

LLPOA STANDARD OPERATING PROCEEDURES

These Standard Operating Procedures (SOP) include a summary of information you will need as you begin and/or continue your association with LLPOA. The purpose the SOP is to set forth LLPOA's policies, practices, and procedures in a written form so that they can serve as a ready reference. It should be clearly understood that these SOP are guidelines only. Exceptions may be made on a case-by-case basis for extraordinary circumstances and these exceptions will NOT be construed as precedents for future situations. This is for informational purposes only. LLPOA retains the right to amend or change policies, practices and procedures contained herein at any time without prior notice.

These SOP also include standards of conduct which you will be expected to follow, but it is not intended to cover every aspect.

The purpose of a Board of Directors is to establish and implement standards and practices to maintain and improve the grounds and existing roadways; to better the recreational areas; to encourage the social atmosphere and such other activities as permitted under the corporate Chapter all as related to the associations subject to the By-Laws and Rules and Regulations.

LLPOA BOARD OF DIRECTORS CODE OF ETHICS

LLPOA Board of Directors and Committee Members **MUST**:

- Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
- Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances and resources.
- Act within the boundaries of their authority as defined by law and the governing documents of the association.
- Provide opportunities for residents to comment on decisions facing the association.
- Perform their duties without bias for or against any individual or group of owners.
- Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
- Conduct open, fair and well-publicized elections and meetings.
- Always speak with one voice, supporting all duly-adopted board decisions even if the board member was in the minority regarding actions that may not have obtained unanimous consent.
- To attend and participate in all scheduled meetings per the LLPOA By-Laws in their entirety unless notification is given prior to or at the start time of meeting.
- All incumbent board members shall turn over all records to their successors.

LLPOA Board of Directors and Committee Members must **NOT**:

- Reveal confidential information.
- Make unauthorized promises to any business or individual.
- Use their positions or decision-making authority for personal gain or to seek advantage over others.
- Spend association funds for their own personal use or benefit.
- Accept any gifts—directly or indirectly—from contractors or suppliers.
- Misrepresent known facts in any issue involving association business.
- Divulge personal information about any association member that was obtained in the performance of board duties to any non-board member.
- Make personal attacks on colleagues or members.
- Harass, threaten, or attempt through any means to control or instill fear in any board member, owner, resident, contractor, or supplier.
- Reveal to any owner, resident or other third party the discussions, decisions and comments made at any board meeting properly closed or held in executive session.
- Use association assets for personal use without prior board approval.

ALL OFFENSES AND/OR VIOLATIONS ARE SUBJECT TO IMMEDIATE BOARD HEARING RESULTING IN POSSIBLE RESTITUTION, SUSPENSION, DISMISSAL, LEGAL ACTION OR OTHER ACTION DEEMED NECESSARY BY THE BOARD OF DIRECTORS.

PRESIDENT

- Shall read and familiarize him/herself with LLPOA Handbook.
- Shall be responsible to the Executive Board.
- Preside at all regular and special board meetings and general membership meetings.
- Shall be ex officio member of all committees.
- Shall oversee the functioning of all committees.
- Shall have the power to authorize emergency expenditures of up to \$100.00.
- Incumbent President shall turn over all records within thirty (30) days.

VICE-PRESIDENT

- Shall read and familiarize him/herself with LLPOA Handbook.
- Shall preside at functions in the absence of the President.
- Shall work closely with the President and be responsible to all phases of the operation.
- Incumbent Vice-President shall turn over all records within thirty (30) days.

TREASURER

- Shall read and familiarize him/herself with LLPOA Handbook.
- Shall be responsible to the President and the Executive Board.
- Shall prepare a monthly accounting, to be presented and reviewed by a qualified accountant each month.
- Shall present the accountant's report to the board at the following board meeting.
- All unspent money shall be put in the Emergency Fund to maintain a \$15,000.00 balance. Any amount spent from this fund in excess of \$1,000.00 shall be voted on by the general membership.
- Shall make a full financial report at each meeting.
- Shall present the financial accounting twice a year, at the Regular Membership Meetings, which shall include records from September through April and May through August.
- Shall maintain general ledgers of funds.
- Shall pick up all mail and distribute accordingly.
- Shall receive, record and deposit dues paid by members. Shall distribute annual NLV, watercraft tags and stickers and guest passes to each member upon receipt of dues.
- Shall file all necessary tax forms.
- Shall be at the Pear Street Complex from noon until 1:00 p.m. to collect dues on the day of annual meetings.
- Shall handle all real estate transactions with the President for the Association in conjunction with the attorney.
- Shall notify accountant and insurance representative when an asset is purchased or sold including real property.
- Shall attend all executive board and general membership meetings.
- Must be on budget committee.
- Shall provide a mailing list for the mailing of the Newsletter and in conjunction with the Secretary ensure its mailing.
- Shall accept and document sealed bids.
- Shall have the authority to present overdue members' accounts for collection.
- Shall prepare a list of non-voting members to the Board of Directors prior to the general membership meetings.
- Incumbent Treasurer shall turn over all records within thirty (30) days.
- Shall report to the Secretary of State when a new Board Member is elected.
- Shall record biennial reports with the Secretary of State.
- Shall manage the College Assistance Program.
- Incumbent Treasurer shall turn over all records and equipment within thirty (30) days.

SECRETARY

- Shall read and familiarize him/herself with LLPOA Handbook.
- Shall keep the official minutes of this association.
- Shall be responsible for editing the newsletter and its mailing in conjunction with the Treasurer.
- Shall be the recipient of any proposed By-Laws changes, projects, etc. to be presented to the Board and distribute such accordingly.
- Shall, together with the President, prepare agendas for meetings.
- Shall be at the Pear Street Complex from noon to 1:00 p.m. on the day of annual meeting to provide ballots, voting cards, etc., to Precinct Directors for distribution to qualifying members.
- Incumbent Secretary shall turn over all records within thirty (30) days.

PRECINCT DIRECTORS

- Read and familiarize themselves with LLPOA Handbook.
- Shall have at least four (4) meetings per year per LLPOA By-Laws. Dates shall be set and given to the Board of Directors on or before the March board meeting for publication in the Spring Newsletter and on the LLPOA website.
- May request a posting on the LLPOA website with prior approval of the Board of Directors either at the next board meeting or via other form of documentable communication. Documentable communication includes written correspondence, email or text messaging.
- May combine precinct meetings with other Directors.
- Must present written reports at the next board meeting for inclusion in the Secretary's minutes.
- Shall seek out constituents at least once per year, especially new members.
- Shall work with other board members to manage the association and be responsible for carrying out the authorized policies of the association.
- Shall present areas of concern from their precinct to the board.
- Shall report back to the precinct members the board's response to the questions and/or concerns from the previous precinct meetings.

COMMITTEES

- Create an "Objectives and Goals of Committee" including a list of committee members and present to the board.
- Read and familiarize themselves with LLPOA Handbook.
- Shall present an updated list of committee members to the board annually at the October board meeting.
- Board of Directors shall appoint a board member to be Director of the committee and shall appoint a Chairperson.
- Must present a written report and accounting, if applicable, at the next regular board meeting.

- Committee Director or Chairpersons may request a posting on the LLPOA website or mass mailing with prior approval of the Board of Directors either at the next board meeting or via other form of documentable communication. Documentable communication includes written correspondence, email or text messaging.
- Director or Chairpersons shall present to the Board of Directors an updated list of committee members each year at the October board meeting.
- All incumbent Committee Directors and Chairpersons shall turn over all records to their successors within thirty (30) days.

STANDARD PROCEDURES

SALE OF REAL ESTATE

- The board shall list LLPOA property for sale on the LLPOA website.
- The board shall post the LLPOA property for sale on the three main information boards.
- The board shall post a “for sale” sign on the LLPOA property for sale.
- Upon receipt of an offer, the board shall approve or reject the sale either at the next board meeting or via other form of documentable communication. Documentable communication includes written correspondence, email or text messaging.

SALE OF ASSETS

- LLPOA may sell assets, other than real estate, by approval of the board.
- Assets to be sold shall be posted in the LLPOA website and information boards.
- Sealed bids will be accepted by the Treasurer and opened at a previously determined board meeting.

FUNDRAISING

Any member or group of members conducting or participating in a fundraising event on LLPOA grounds does so voluntarily; assumes as their own all risks and liability, including financial responsibility; forfeits all rights to bring a suit against LLPOA for any reason; makes every effort to obey state and local laws; and holds LLPOA harmless therefrom.

LLPOA Board or Committee members who conduct fundraising events on LLPOA grounds shall not violate state and local laws. LLPOA Board or Committee members violating this paragraph will be subject to written disciplinary action or removal from their positions.