



**Hiddenbrooke Property Owners Association, Inc.
Standing Rules**

Standing Rules can be changed by the Board of Directors at any regular Board Meeting.

- (1) **Minutes** – Within 30 days of approval, the Board minutes will be posted on the web at <http://www.hiddenbrookeonline.org>. Once a year, either in our newsletter or the Annual Letter to owners, we will remind everyone that minutes can be requested by asking the Secretary. (Amended September 25, 2008 and April 23, 2009)
- (2) **Board Meeting Dates** shall be posted under Important Dates in our newsletter for at least the following two months. (Adopted December 21, 2005)
- (3) **Parliamentary Procedure** will be Roberts Rules of Order, Newly Revised, per Bylaws Article 4.4. (Adopted December 21, 2005)
- (4) **Committee Year** — Shall be September 1 through August 31. (Adopted December 21, 2005)
- (5) **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 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 minutes. Secretary will track the time.

(Adopted December 21, 2005)
- (6) **Fiscal Year** of corporation shall be July 1 to June 30th. (Adopted August 24, 2006)
- (7) **Standing Rule re Payment of Bills:** All invoices for payment must be submitted to Valley Management Services by the 15th of the month to be paid at the following Board Meeting. (Adopted August 24, 2006, revised 6/1/07 for VMS)
- (8) **HARC Complaints from Neighborhoods with an HOA** - If a complaint is received from a neighborhood with an HOA it will be forwarded to the HOA Management Company with a copy to the resident. (Approved February 22, 2007)
- (9) **Financial Reserves:** Agreed to build a \$100,000 reserve before the annual assessment is reduced. (Approved August 23, 2007 and Confirmed July 23, 2009)

- (10) **Purchase CD's:** Future CD's will be approved/managed by the HPOA Treasurer and Valley Management Company. All CD's will be FDIC insured and will be for a period of 24 months or less unless a longer period is approved by the Board. The Board further approves using any bank that is FDIC insured to obtain the best available rate of return to the Association. The Treasurer will be responsible for maintaining sufficient checking account balances to pay our bills on a timely basis. (Approved by email vote March 2010).
- (11) **15 Day Notices to Correct:** must be posted by the 1st Day of the Month, inspected on or after the 16th and then gardener can come sometime the next week with the bill being approved based on the hours we contract for. (Approved July 24, 2008).
- (12) **Insurance:** Officers, Directors must carry a minimum \$300,000 of auto liability either with their Auto Insurance or via an Umbrella per policy with Granite Bay. (Approved July 24, 2008).
- (13) **Board Meeting Location** has been changed to the Library at the Hiddenbrooke Golf Club. The Club will be paid each September. (Approved August 28, 2008).
- (14) **Web Site** <http://www.HiddenbrookeOnline.org>. Valley Management Services is responsible to verify correct contact information on file with Networksolutions.com every October. They will send email confirmation to valley-manager@sbcglobal.net. Registration Fee of \$239.80 paid for 20 years until October 18, 2028.
- (15) **Annual Meeting Cutoff:** When the annual meeting is set for June, you must be an owner of record by May 31st in order to vote in the election. The Board may change this date if the annual meeting is moved. (Approved April 23, 2009).
- (16) **Hiddenbrooke TIMES** newsletter (first published June 2009) will be published each March, June and September and will be sent via standard mail to all residences and businesses in Hiddenbrooke. Each issue will also be sent to non-resident owners except banks either via first class mail or email. Banks have been inconsistent in providing mailing addresses and so it will be up to their agent to forward the newsletters/ballot from the homes they own. (Approved April 23, 2009, modified by Estes March 2010).
- (17) **Dumping & Graffiti:** The President is authorized to approve up to \$100 per month to clean up small problems like dumping and graffiti within Hiddenbrooke. If estimated cost is more than \$100, it needs to go to a Board vote. (Approved July 23, 2009).
- (18) **Collection:** Delinquent accounts which owe more than \$250 in assessments, interest and statement fees will be considered for referral to our collection service at the August board meeting. Fines not paid can be sent to Small Claims Court at any time upon approval of the Board. (Approved April 22, 2010)

- (19) HB-TIMES advertisements are intended to cover the direct printing and administrative costs as well as allow a reasonable profit to the HPOA. Ads should advertise products and/or services that any reasonable person would believe would be beneficial to Hiddenbrooke residents and families. Ads which promote items which are of questionable value, are known to cause addiction or be detrimental to families cannot be placed in HB-TIMES. The Editor should refer possible problem ads to the HPOA President for final decision. (Approved May 27, 2010).

-
- (20) **Equipment Owned by HPOA** (updated July 23, 2009)
PC Desk Computer
2 Western Digital portable drives used for backups
1 Fujitsu Scanner fi-5110
1 Banner - two by six feet

(21) **Hiddenbrooke Property Owners Association, Inc.
Procedures for Nominations and Annual Election
Standing Rule – Adopted May 18, 2006 as revised May 19th and June 16th**

1. **Nominating Committee** shall consist of at least three people appointed by the Board of Directors as early as possible, but no later than December. They should serve two years with staggered terms.
2. **Election Committee:** Shall consist of at least three people appointed by the Board of Directors or Management Company, one of whom shall act as Chairperson and collect the proxies. They should serve two years with staggered terms. If the Board does not appoint members of the committee, the Chairperson or Management Company has the authority to select two owners to serve on this committee. The Election Committee will be given a copy of the roster in Excel listing all owners of record as of the ownership record date set by the Board.
3. **Newsletter Information:** Nominee's names, profiles and Revocable Directed Proxy will be included in June newsletter (Approximate Deadline May 15th) if the annual meeting is held in June. The newsletter will include a request for owners who do not plan to attend the annual meeting to return their Quorum Only Proxies or Directed Proxies as soon as possible to help establish the minimum quorum.
4. **Solicitation of Quorum Only Proxies and Directed Proxies** should be done by all Board Members, Nominating Committee Members and Election Committee Members to assure 100 persons/proxies in attendance. If 10 days prior to the meeting, the required proxies are not in hand, the Election Chair will notify the Board/Management Company and the solicitation efforts will be increased by including an Email on HB-News, posting a sign at the Welcome Center and personal phone calls.
5. **Quorum:** The Election Committee will count Quorum Only Proxies and Directed Proxies as they arrive, and report the total to the President the day before the meeting. At the Annual Meeting, the Election Chairperson shall report the final quorum to the membership. If 100 owners or proxies are in attendance, the election can proceed. If less than 100, then the election portion of the meeting will be re-scheduled to a date and time as directed by the President.

6. **Annual meeting** – Owners will not sign in. If the President is a candidate, the election portion of the meeting will be conducted by the Vice President if not a candidate or other officer.
7. **Election by Proxy/Ballot:** If a ballot is required because we have more candidates than open positions, then the ballot will be handed out after the period for nominations has been officially closed. The ballots and Proxies With Discretion will be picked up by the Election Committee after all owners have voted and added to the Directed Proxies.
8. **Counting/Results:** The counting of the ballots/proxies will be done during the Annual Meeting and if possible reported prior to adjournment. If the results cannot be completed, the Election Committee at their sole discretion can continue to count ballots/proxies and make their report to the owners who have decided to stay for the results or delay the counting until the next day. A report will also be posted to HB-News and given to the President and the webmaster. The President will include the election results in his next President's message. Note: Article 4.8 provides that members are entitled to the results of Membership votes but shall not be entitled to review individual ballots or proxies.
9. **Tie Vote:** In case of a tie vote, Bylaws Article 6 requires that a second vote shall immediately be taken in which the Members or their proxies may vote. Bylaws Article 3 says members may vote by voice vote or by ballot; provided that it must be by ballot if a demand therefore is made by a Member at any election BEFORE the voting commences.
10. **Retention of Proxies/Ballots:** Election results will be retained by the Secretary and destroyed 12 months after the election. (Changed 10/22/09)