

THE HIGHLANDS
COMMUNITY
PROCEDURAL GUIDELINES
APPROVED APRIL 3, 2010
AS AMENDED

VOLUNTEER GUIDELINES

All qualified volunteer groups will be called committees, whose ultimate goal will be to provide social events for the common good of all residents at the Highlands:

1. The chairmanship of each group that has a “chairperson” will be limited in length to no more than two years of service. Such chairperson will be appointed by the membership of that committee.
2. The eligible slate of social committee members, including the chairperson, will be voted on by the community every two years.
3. The election of the social committee will be voted on by the community in April of odd numbered years, beginning in 2011. Elected members will serve a two-year term.
4. No more than one member per household may serve together on the same committee.
5. Events requiring paid admission will not grant free admission to any volunteer. Mileage reimbursements will not be provided.

ELECTED POSITION GUIDELINES

1. The community treasurer and secretary will be elected for a two-year term and can be re-elected for only one consecutive additional term (maximum four-year consecutive service). After a period of non-service, any previously elected community treasurer or secretary may again be elected.
2. Elections for both positions will be held in January of even numbered years, beginning in 2012. A special election for the community secretary will be held following the adoption of these policies for the period up to January 2012.

RESIDENT RIGHTS AND RESPONSIBILITIES GUIDELINES

1. All residents shall have access to any supplies or equipment when conducting a community event. Events whereby an individual receives personal gain are NOT community events.
2. Persons booking events are responsible for the care and cleaning of all equipment that is utilized.
3. No equipment or supplies are to be taken from the clubhouse unless approved by management. Any private functions held within the clubhouse (ex: weddings or special parties) must provide their own materials and goods.
4. To use the clubhouse, the date must be reserved, approved and placed on the calendar by the community manager. The community manager has first preference and may preempt a scheduled event if he/she must have use of the clubhouse (see your resident's manual).

FINANCIAL GUIDELINES

1. Any committee desiring a cash advance from the community treasury will first have to be approved as being a qualified committee by vote of the community.
2. The present social board, now being known as the social committee, is grandfathered under this provision and, as such, is deemed to be a qualified committee.
3. Qualified committees needing cash advances from the community treasury will first have to present a budget to the community treasurer on the form provided by the treasurer. This proposed budget will be presented to the community treasurer no less than 14 days prior to the date of the event.
4. The amount requested against the proposed budget, subject to a \$750 limit, will be advanced by the community treasurer if sufficient monies are available in the community treasury. This \$750 limit can be increased at the community treasurer's discretion for two social committee events, Thanksgiving and Christmas.
5. Requests for advanced monies need to be received by the community treasurer at least 48 hours in advance.
6. All receipts for purchases made from the advanced monies will be filed with the community treasurer within 48 hours of the purchase.
7. All monies received from advanced ticket sales will be given to the community treasurer within 48 hours of receipt.
8. All monies taken in at events, including 50/50 net proceeds, if any, will be given to the community treasurer within 48 hours of the event.
9. Any event scheduled by any resident, group or non-qualified committee not receiving money from the community treasury will not need to file any forms or deposit earned monies with the community treasurer.
10. The purchase of kitchen supplies will be conducted by a designated volunteer on the social committee. These costs will be kept separate from other expenditures as residents have the right to use community-owned supplies for any event deemed to be a community event. The social committee shall not bear the total costs for kitchen supplies.
11. The community treasurer will attend social committee meetings as deemed necessary.
12. All monetary donations are to go to the community treasurer.
13. All community funds are to be held in the community treasury account.

COMMUNITY MEETINGS GUIDELINES

Business meetings, under Robert's Rules of Order, will be held in odd numbered months.

Community Social meetings will be held in even numbered months.

Volunteer hosts, who will be reimbursed for providing donuts, will be appreciated for both types of meetings. Hosts will have no responsibility to lead the meeting. Sign-up sheet is on the bulletin board.

BUSINESS MEETINGS

1. A moderator, whose responsibility will be to conduct business meetings, will be appointed by this ad hoc committee. A roster of additional volunteer moderators will be developed and maintained for a rotating schedule.
2. The moderator is responsible for preparing a meeting agenda. Residents who wish to place an item on the agenda should make their intention known to the moderator at least 48 hours prior to the meeting.
3. Motions may be presented at any of the **business meetings**. A coherent rationale for the motion should also be presented. The motion must be seconded.
4. The community secretary will accurately record the motion and the second in the minutes of the meeting. Record of the minutes will remain with the secretary to be passed on to future secretaries.
5. The motion and rationale will be published in the next newsletter so it may be reviewed and studied by all residents.
6. A discussion of the motion will be held at the close of the next month's **community social meeting**.
7. At the **community social meeting**, the discussion moderator will accurately read the motion and maintain an ongoing discussion.
8. The community secretary will record all discussion. This will include whether to vote immediately by show of hands or by ballot at a later date.
9. After discussion, if ballot vote is desired, it will be announced in the newsletter and conducted by ballot committee at the next month's **business meeting**.
10. All votes will be carried by majority.

COMMUNITY SOCIAL MEETINGS

1. These meetings are solely for the purpose of socializing.
2. If there is an active motion to be discussed, it will be led by a discussion moderator at the close of the social for interested residents.
3. Even though old or new business will not be taking place at these **community social meetings**, the treasurer will provide a written monthly treasury report.
4. If a resident or group wants to announce something of an informative nature, they may provide it in the form of a poster or bulletin to be shared.

*To this end, it will be necessary to conduct **both** types of meetings on the **third** Saturday of the month. This will provide for timely inclusion in the newsletter so residents will have ample time to evaluate motions and be aware of ballot votes if necessary.*

**AMENDMENT TO THE PROCEDURAL GUIDELINES
AS APPROVED ON APRIL 3, 2010**

1. All Community Meetings will be held on the first Saturday of the month.
2. All Community Meetings will be Business Meetings.
3. Voting by a show of hands on motions made at a Business Meeting is allowed during the same meeting if those residents in attendance so desire.

Having been favorably voted on by the residents of The Highlands on November 20, 2010, this amendment is to be effective on the same date.

All other provisions of the Procedural Guidelines, as approved on April 3, 2010, remain valid.

The Procedural Guidelines will now be referred to as “Procedural Guidelines Approved April 3, 2010 As Amended.”

**AMENDMENT TO THE PROCEDURAL GUIDELINES
AS APPROVED ON APRIL 3, 2010 AS AMENDED**

1. A motion to modify the Community Guidelines can be made at any Community Business Meeting.
2. The maker of any motion to change the Community Guidelines should have his/her motion prepared in written form to be read from and then given to the community secretary.
3. The motion should address only one proposed modification.
4. A coherent rationale for the proposed modification should be presented with the motion. Pros and cons resulting from the proposed modification should be made part of this rationale.
5. The motion must then be seconded.
6. The community secretary will accurately record the motion and the second in the minutes of the meeting.
7. The motion and rationale will be published in the next community newsletter so it can be reviewed by all residents.
8. To prevent any part-year or vacationing resident from being disenfranchised, voting on the motion by paper ballot will be held prior to the next scheduled Community Business Meeting held during the months of November through April.
9. Approval of motions to amend the community guidelines will require a 60% majority of all ballots cast.
10. Approved motions will become effective on the first day of the following calendar quarter.

Having been favorably voted on by the residents of The Highlands on April 2, 2011, this amendment is to be effective on the same date.

All other provisions of the Procedural Guidelines, as approved on April 3, 2010 As Amended, remain valid.

**AMENDMENT TO THE PROCEDURAL GUIDELINES
AS APPROVED ON APRIL 3, 2010 AS AMENDED**

Any motion made and seconded requesting expenditures from the community treasury in excess of \$500 shall be tabled for one business meeting to allow for the motion to be posted on the clubhouse bulletin board and published in the community newsletter. The motion will then be voted on by a show of hands at the next scheduled business meeting. (Advances from the community treasurer to qualified committees, as outlined in the community procedures, will not be affected by this motion.)

Pursuant to the Amendment to the Procedural Guidelines effective April 2, 2011, having been favorably voted on by the residents of The Highlands on November 3, 2012, this amendment is to be effective on the first day of January, 2013.

All other provisions of the Procedural Guidelines, as approved on April 3, 2010 As Amended, remain valid.

**AMENDMENT TO THE PROCEDURAL GUIDELINES
AS APPROVED ON APRIL 3, 2010 AS AMENDED**

Reinstate when Community Business Meetings are conducted to the third Saturday of the month.

Pursuant to the Amendment to the Procedural Guidelines effective April 2, 2011, having been favorably voted on with an 85% majority by the residents of The Highlands on February 7, 2015, this amendment is to be effective on the first day of April 2015.

All other provisions of the Procedural Guidelines, as approved on April 3, 2010 As Amended, remain valid.