

**Overland Cove (OC)  
Homeowners Association (HOA)  
Association Meetings  
Policy and Operating Procedures  
July 29, 2018**

1. **Purpose:** To establish the Policy and Operating Procedures for Overland Cove Association Meetings.
2. **Scope:** This POP applies to all Overland Cove Association Meetings.
3. **Policy:**
  1. **Types of HOA Meeting:** Consistent with the HOA By-Laws the HOA Board will conduct two kinds of HOA meetings: Annual and Special.
    1. **Annual HOA Meeting**
      1. The purpose of the annual meeting is to:
        1. Elect New Directors to the HOA Board of Directors
        2. Elect Director(s) to fill the remaining term of vacancy(s) on the Board created by death, resignation, or removal of a Director.
        3. Present current Financial Status of the HOA.
        4. Present reports by Board officers, Board members, and Board Committees.
        5. Solicit feedback and input from Homeowners regarding reports given by HOA Officers, Directors, or committees.
      2. **Special HOA Meetings**
        1. The purpose of a special HOA meeting is to address a specific business issue.
    2. **Quorum**
      1. 25% of voting HOA members either in present, in person or by proxy, constitute a quorum.
        1. If a quorum is not present to conduct an HOA meeting a majority of the members or their proxies present may adjourn the meeting to a time not less than five (5) days or more then thirty (30) days from the time the original meeting was called.
        2. At a reconvened meeting, if a quorum is present, any business may be transacted which might have been transacted at the original meeting.
    3. **Voting**
      1. **Majority:** Unless otherwise noted in the HOA By-Laws voting is by a majority of more than fifty percent (50%) of the voting membership present, in person or by proxy.
      2. **Record of Eligible Voters:** The Board of Directors, no more than seventy (70) days prior to a meeting, will establish a record of the voting members.
    4. **Conduct**
      1. The Chair of all HOA meetings will be the Board President.
        1. In the absence of the President the Vice President will Chair the meeting.

2. In the absence of the President and Vice President the HOA Board will designate by resolution one of the remaining Directors to chair the meeting.
2. The Chair of the meeting will prepare the agenda for the meeting.
3. The HOA Board Secretary will record all resolutions and transactions that occur in an HOA Meeting.
4. All meetings will follow the established agenda and will be conducted in an orderly and courteous manner.

#### **4. Procedures for Annual HOA Meetings**

1. An annual HOA meeting will be scheduled during the 3rd quarter of the calendar year on a date and time set by the HOA Board of Directors.
2. Email notice stating date, place, and time of the annual meeting will be provided not less than ten (10) days and not more than fifty (50) days before the date of any meeting.
3. Agenda for the HOA Annual Meeting
  1. Call to Order by the Chair
  2. Roll Call by the Secretary
  3. HOA Board Reports
    1. President
    2. Treasurer
    3. Functional Area Reports
      1. Grounds
      2. Finance
      3. Pool/Clubhouse
      4. Covenants & Restrictions
      5. Facilities
    4. Committee Reports
      1. Social Committee
  4. Comments & Questions on Reports from HOA Members
    1. HOA Members will be recognized by the chair to make a comment or ask a question germane to any of the reports given by officers, directors, or committees.
    2. Each member will have two (2) minutes to speak an issue.
      1. A speaker cannot be interrupted while speaking.
    3. Members will be limited to three (3) opportunities to speak during a HOA meeting.
  5. Election of Directors by Written Ballot
    1. Election to Fill a Vacancies for the Remainder of Existing Terms of Director(s).
      1. Nominations
        1. By Nominating Committee
        2. By Floor Nominations
      2. Voting
      3. Tally of Votes
      4. Announcement of Results of Vote
    2. Election of New Directors for New Terms.
      1. Nominations

1. By Nominating Committee
2. By Floor Nominations
2. Voting
3. Tally of Votes
4. Announcement of Results of Vote
6. Adjournment

## **5. Procedures for Special HOA Meetings**

1. Special meetings of the HOA may be called in three (3) ways.
  1. By the President.
  2. By the President if directed to call a special meeting by a resolution of the Board of Directors of the HOA
  3. By the President upon receipt of a petition signed and dated by homeowners representing at least 25% of the total votes of the HOA.
2. Email notice stating date, place, and time of any meeting will be provided not less than ten (10) days and not more than fifty (50) days before the date of any special meeting.
3. Agenda for Special HOA Meeting
  1. Call to Order
  2. Roll Call
  3. Statement of the business matter to be considered at the Special Meeting.
  4. Discussion
  5. Voting (If Necessary)
  6. Adjournment

## **6. Responsibilities**

1. HOA Board of Directors
  1. In the absence of the President and Vice President designate another Board member to chair the meeting.
  2. Provide Functional Area reports as requested by the President, or the Vice President or Board designated Chair in the absence of the President.
  3. Attend the meeting and be prepared to answer question from the Homeowners about assigned Functional Areas.
2. HOA Secretary
  1. Provide email notice of meeting to all Homeowners of HOA.
  2. Establish record of eligible voters no more than seventy (70) days prior to the meeting.
  3. Prepare meeting agenda.
  4. Determine if a quorum of eligible owners is present.
  5. Record all resolutions, votes, and transactions occurring in an HOA meeting.
3. HOA President, Vice President, or other Board designated Chair.
  1. In the absence of the President the Vice President will preside over the meeting.
  2. In the absence of both the President and Vice President the Board designated chair will preside over the meeting.
  3. Preside over the meeting.
    1. Call the meeting to order.

2. Present the agenda for the meeting.
3. Conduct the meeting.
  1. Follow the order of business in the agenda.
  2. Maintain a courteous and respectful atmosphere as business is transacted.
4. Adjourn the meeting.
4. HOA Committee Leads
  1. Provide Committee reports as requested by the President, or the Vice President or Board designated Chair in the absence of the President.
  2. Attend the meeting and be prepared to answer question from the Homeowners about committee responsibilities.
5. Management Apex
  1. AT the request of the Secretary provide a list of current homeowner's names and addresses to establish eligible voters.
  2. Provide supporting documents and data as directed by the President or the Vice President or Board designated chair.