

Overland Cove (OC)
Homeowners Association (HOA)
Policy and Operating Procedure (POP)
Annual Community Yard/Garage Sale
August 03, 2022

1. **Purpose:** To establish the POP for OC Homeowners [or authorized lease tenants referred to as “Homeowner/tenant” from here forward in this document] regarding the Annual OC HOA Community Yard/Garage Sale.
2. **Scope:** This POP applies to all OC homeowners/tenants that would like to participate in OC’s Annual Yard/Garage Sale.
3. **Policy:**
 - a. The Board of Directors (BOD) has approved an Annual Community Yard/Garage Sale for the homeowners/tenants of the OC Community.
 - b. The BOD has established a committee that will coordinate this Annual Community event.
4. **Procedures:**
 - a. Beginning in 2019, the OC Community will have an Annual Community Yard/Garage Sale on the second Saturday of June. The Community Yard/Garage Sale will be held from 7:00 am to 12:00 pm.
 - b. All communication from the Committee to Association members will adhere to the OC Policy for HOA Board Communication. The BOD will approve all communications sent out to the Community, including signage used by the Committee.
 - c. The OC HOA Association Committee Chair is:
 - i. Cheryl Metz
 - ii. Phone: 256-656-0309
 - iii. Email: JCherMar@att.net

5, Responsibilities:

a. The OC HOA Community Yard/Garage Sale Committee will:

- i. In early April, provide Management Company (APEX) with a request to notify all homeowners/tenants of the upcoming community yard/garage sale. Also provide APEX with a list of helpful yard/garage sale tips.
- ii. In early May and early June, provide APEX a request to remind all homeowners/tenants of the upcoming community yard/garage sale.
- iii. Advertise the community yard/garage sale in the local newspaper as well as on-line venues the week prior to the sale.
- iv. Place a banner or appropriate sign on the common property of the clubhouse three (3) days prior to the community garage/yard sale. Remove banner/sign immediately after sale.
- v. Provide annual budget submissions to the BOD each October to cover advertising expenses.
- vi. Two weeks after the yard/garage sale, provide the BOD with receipts/invoices for approval/payment.
- vii. Coordinate the operations of the community yard/garage sale and submit POP changes (if required) to the BOD.

b. The OC HOA Management Company will:

- i. Ensure all Homeowners/tenants have access to this POP.
- ii. In mid-April, coordinate with the Community Yard/Garage Sale Committee Lead and notify all homeowners/tenants of the upcoming community yard/garage sale. In addition, provide a list of tips on conducting a yard/garage sale.
- iii. In early May and early June, provide all homeowners/tenants reminders of the upcoming community yard/garage sale.

c. The Homeowners/Tenants will:

- i. Read and comply with this POP.
- ii. Conduct the sale only in the alleys behind houses with the exception of the garden homes on Binding Branch that have no

alley as well as those homes on Corner Brook that have front access to their garages.

- iii. Ensure all vehicles remain on the hardstand, not parked on grass.
- iv. If necessary, temporarily park your vehicles on the street the night before the sale until the end of the sale.
- v. Place balloons on your mailboxes to indicate you are participating in the sale. Immediately remove balloons after sale is completed.
- vi. Not place any other signs in the community.