



MOUNTAIN PARK HOME OWNERS ASSOCIATION

Committee Handbook

Prepared for:

**Mt. Park Home Owners Association
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Prepared by:

Mt. Park Board of Directors

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Mt. Park Committee Handbook

Welcome

We are delighted that you have decided to share your talent as part of the governance of our organization. As a neighborhood partner you are joining a group of people who have a passion for their community, a passion for making their neighborhood one of the best places to live.

Tell me more ...

Neighborhood partners are volunteers who serve on committees or the Board. Neighborhood partners cooperate and support each other while being unified towards a common cause. Neighborhood partners use constructive engagement to achieve results.

Why is it important?

Active owner participation is necessary to preserve and increase our investments in our property. Decisions and tasks related to important matters of the Association are done by the Board and its neighborhood partners. Property owners are encouraged to participate in the governance. The Association wouldn't exist without the owners who step forward to participate in its governance. Besides, we have fun socializing and making new friends.

What's expected of a partner?

Neighborhood partners engage in learning about issues in their neighborhood and work collectively to solve problems. Partners think and act to make a significant difference to their neighborhood. Being a partner means that you have a desire to take an active part in your neighborhood and that you accept responsibility to make decisions based on the best interests of the HOA.

"I don't have much time"

Everyone has responsibilities, demands and activities that compete for time. That's okay; we understand. A neighborhood partner can make a meaningful difference with only a few hours each month.

What are the qualifications?

A willingness to work as part of a team. Be able to express your own ideas clearly and to listen to other people's ideas. Be able to specify and search out information that may be used in innovative ways to set or interpret policy, to resolve differences, to provide better services or to better the neighborhood.

Welcome to this journey!

Purpose of Handbook

As with any Home Owners Association (HOA) there are rules and regulations involved with doing business in a consistent, professional manner according to set standards. As a non-profit-mutual benefit corporation we are governed by Oregon State statutes in handling our business. As an Oregon HOA, planned community, we are governed again by Oregon State statutes and by the Declaration of Restrictions, Articles of Incorporation and Bylaws (CC&Rs) that were enacted when our community was founded. Over time this HOA has evolved with specific rules concerning such things as common property, home maintenance and architectural changes.

As a neighborhood partner you will be involved with interpreting and applying rules that the State or other community leaders have made. It is essential that all of us serving on the Board and committees are familiar with all of these rules and regulations and at least know where to reference the finer details when our jobs call for it. The decisions that are made by committees affect the lives of the MPHOA owners, residents and the HOA as a whole.

This Handbook is meant to be used as a guide to help locate information relevant to committee work. Committees are an integral part of this organization and as a neighborhood partner your job, your time, and the decisions you make are important.

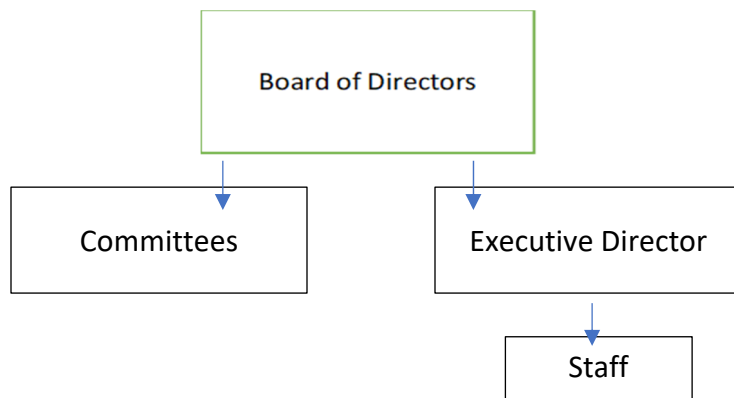
How to Join

If you haven't yet joined a committee and are interested in becoming a partner in the leadership of our community, please find an application under the Committee tab on the Mountain Park website (mtparkhoa.com) or obtain an application from the front desk in the clubhouse. After you complete and submit the application someone will contact you with an invitation to be a guest at one of the committee meetings. If the committee seems like a good fit for you, your application will be sent to the Board for a formal appointment.

If you would like to visit a committee meeting before submitting an application, feel free to do so. Guests are always welcome at committee meetings!

Who's Who

MPHOA is a hierarchical organization. Setting direction and policy at the top is the Board whose members are elected by the owners. The committees, as representatives of the owners, report to and are appointed by the Board. The operational arm of the organization reporting to the Board consists of the Executive Director and staff. Board and committees influence policies but are not involved in supervision of staff or management of operations, i.e. we influence the "what" but do not direct the "how-to" of operations.



See *Appendix A* for the current Board of Directors and the current Management staff.

Committee Roles and Responsibilities

Specific Roles within a Committee

- Each committee elects a Chair whose key responsibility is to run an effective meeting in a collaborative tone. The Chair works with staff to establish a meeting agenda prior to the meeting.
- Each committee has a Board liaison who serves as a member of the committee and acts as a communication conduit between the committee and the Board.
- Each committee has a Staff liaison who is responsible for recording minutes and acting as a conduit between the committee and other staff members.
- Refer to the document *Committee Responsibilities and Duties in Appendix C* for further information

There are six standing committees each with its own charter. The charters share commonalities but are unique for each committee. Some of the common duties include:

- Developing and maintaining standards or rules regarding the committee's domain of responsibility, e.g. clubhouse rules; standards for home maintenance, etc.
- Adhering to the timelines for publication of new/revised policies
 - Standards and rules are reviewed once each year. Any revisions and/or new rules are published to the membership once a year, currently at the end of the first quarter of the year.
 - Material revisions and new rules must go through a 30-day comment period during which owners may provide feedback and comments on the proposed changes. The comment period should occur after the Board has done a review of the document(s). This means that the committee should submit their draft to the Board no later than the beginning of December.
 - The final document(s) must be presented to the Board by the first week in January to allow time for final Board review, final editing, and preparation for mailing.
- Working with staff to decide when violations of standards and rules have occurred and imposing penalties when appropriate
- Working with members to facilitate corrective action
- Holding a hearing if the owner/member requests
- Providing the Board with information on appeals to the Board. Refer to document on writing an appeals report in Appendix F.

Architecture:

1. Recommends architectural standards for the community to the Board for approval.
2. Reviews and approves or denies all applications for all new construction and modifications to existing exterior structures.
3. Applies new rules consistently to all members. Uses governing documents and past committee decisions to guide all motions.

Clubhouse:

1. Assists with enforcement of the Clubhouse Rules.
2. Reviews requests for exceptions to the Clubhouse Rules.
3. Reviews violations of Clubhouse Rules and determines sanctions as needed.
4. Recommends amendments to the Clubhouse Rules.
5. Completes an Annual Room Checklist Review – with more frequent monitoring as deemed necessary by the committee.
6. Recommends reserve maintenance/equipment updates.

7. Participates in Clubhouse projects as defined in the Policy of Project Management within the Governance and Policy Manual

Common Property:

1. Updates the Common Property Master Plan.
2. Provides long term direction to properly preserve, protect and enhance the landscaped and natural areas of MPHOA consistent with the Common Property Master Plan.
3. Identifies Common Property projects annually to be implemented by MPHO A staff and/or subcontractors.
4. Provides direction for the public educational programs related to Common Property.

Finance:

1. Recommends to the Board the auditor to be hired for the Association.
2. Collaborates with Executive Director and Staff in the preparation of the annual operations budget.
3. Reviews and amend the Finance Policy on an annual basis as needed
4. Monitors the collections process and delinquent accounts.
5. Reviews long term debt and recommend write-offs to the Board.
6. Evaluates the insurance policies for the Association.
7. Performs other activities as directed by the Board.

Home Maintenance:

1. Promotes proactive care of all dwellings per the CC&Rs and other HOA policies.
2. Ensures the CC&Rs and the rules and standards are being followed by homeowners, condominiums, townhouses, and apartments.

Reserves:

1. Develops and updates Mandatory Reserve Plan
2. Oversees the financial aspect of maintenance, replacement, and rehabilitation of the buildings and fixed assets of MPHOA.
3. Identifies improvements needed to the buildings and fixed assets beyond the mandatory reserve projects.

Please refer to the charter for your committee in *Appendix B*.

Conflict of Interest and Confidentiality

Committee members must respect the confidentiality of the privileged data and situations that are handled through their committees. It is not okay to share information about owner specific violations, sanctions, fines, or other sensitive data outside of the committee. Each committee member must sign a Conflict of Interest and a Confidentiality form annually. Refer to the documents in *Appendix C* containing *Committee Responsibilities and Duties* and the *Code of Civility*.

Governing Documents

Refer to *Appendix D* for governing documents, such as the CC&R's and Governance Manual.

Additional Resources (Additional resources for committee members can be found in *Appendix F*)

- How to Run a Meeting
- Robert's Rules
- How to Handle Difficult People
- How to Conduct a Hearing
- How the Board Conducts an Appeal
- How to Write a Report for an Appeal
- Libel, Defamation and Slander