

VII-1 Management

VII-1.01 Limit of Authority

The Board of Directors has hired professional management and staff to provide specific services. By Board directives and by contract, management and staff act on behalf of the Association. In the event of an emergency, management is authorized to act directly on behalf of the Association, within limitations previously set by the Board. Otherwise, management and staff must seek prior approval from the Board.

VII-1.02 Interference Prohibited

All requests for maintenance, repairs and replacements must be directed to the office staff, during regular business hours. Management, staff and contractors perform their duties according to the standards established by the Board of Directors and cannot respond to demands for specialized performance. Individual unit owners and residents are prohibited from interfering with or requesting special services directly from management, the maintenance staff, a contractor or its employees, while on property.

VII-1.03 Emergency Service Defined

The Association provides routine management and maintenance services during business hours only. The only exceptions are emergencies that involve a potential liability or property loss or threaten the health and safety of residents. Emergencies include, but are not limited to, exposed electrical wiring, gas and water leaks, collapsed storm drains, and sewer or drain back-up into more than one unit in a building.

VII-1.04 Emergency Procedures

Management's 24-hour emergency answering service must be used to report all emergency situations. Residents are encouraged to report gas and water leaks directly to the utility, as well as to management. All criminal activity should be immediately reported directly to the police department. Fire, smoke, carbon monoxide leaks and health emergencies should be immediately reported directly to the fire department.

VII-1.05 After Hours Call for Non-Emergency Service

Any resident who requests a service, after business hours, that is normally provided at common expense, for any reason other than an emergency as defined, shall be liable for any cost exceeding the contractor's regular charge to the Association for such service and any cost of after-hours management time provided.

VII-1.06 Signed, Written Complaint Required

Any complaint pertaining to management, staff or contractors must be submitted in writing and signed by the person making the complaint. No action will be taken on verbal and/or anonymous complaints.

VII-1.07 Disturbance of Board and Staff Members

Volunteer Board members and paid staff who live on property do so at their own expense and are entitled to quiet enjoyment of their homes after business hours. Residents who disturb them or their families, instead of using the procedures outlined above, will be subject to a fine.

VII-1.08 Mistreatment or Abuse

Any owner, tenant or guest who subjects a Board member, management, staff or contract worker to any form of mistreatment or verbal abuse is subject to a fine of \$100.00.

VII-2.01 Board Meetings

The Board of Directors of Quincy Park Condominium Association shall hold regular monthly meetings from January through November, in the office located at 1592 Quaker Lane. Dates and times shall be posted on the community bulletin board no later than January 15th. Owners and residents are encouraged to attend.

VII-2.02 Executive Session

An executive session may be called only to discuss sensitive issues such as personnel matters, delinquencies or litigation and potential litigation. If required, the session follows the regular meeting.

VII-2.03 Agenda

Meetings will follow an established agenda, posted on the community bulletin board five (5) days in advance. Any change requires the approval of two-thirds of the Board members present at the meeting.

VII-2.04 Discussion Limitation

Discussion on each item of new or unfinished business shall be limited to twenty (20) minutes, with an extension permitted only by a simple majority vote of the Board members present at the meeting. Each appeal presentation and homeowners' forum comment shall be limited to five (5) minutes.

VII-2.05 Meeting Limitation

Meetings shall be limited to two hours, with an extension permitted only by a simple majority vote of the Board members present at the meeting.

VII-2.06 Parliamentary Procedure

The President shall interpret the rules of parliamentary procedure, which shall govern all meetings.

VII-2.07 Duties of the Board of Directors

The duties of the Board of Directors are:

1. To provide effective physical maintenance of common areas and facilities;
2. To establish sound financial policy and to keep proper records;
3. To propose and approve budgets and assessment rates;
4. To approve legal action against delinquent owners and other legal action required;
5. To establish, publicize, and enforce community rules and penalties;
6. To select the Association's auditor and attorney(s);
7. To employ management, staff and contractors and prescribe and supervise duties;
8. To enforce architectural control of the common elements;
9. To appoint committees and to cooperate with them in their work;
10. To oversee development of programs that meet the needs and interests of members;
11. To procure adequate hazard and liability insurance for the common property;
12. To send members adequate notice of meetings requiring votes of all members;
13. To bond all officers and/or employees with fiscal responsibilities;
14. To adopt policy resolutions; and
15. To approve contract specifications and service and maintenance agreements.

VII-3 Board Members

VII-3.01 Qualifications

Each director must be the owner of record of a Quincy Park unit, must be current in his or her assessments and must have a complete current census form on file.

VII-3.02 Election

Applications for Board seats are available in the office and are mailed to all Association members prior to each annual meeting and election. Directors may also be elected by write-in vote. Applications of those not elected to office are held for consideration in filling vacant seats, until the next annual election.

VII-3.03 Appointment

The Board may appoint members to fill the terms of directors who have resigned, by a two-thirds majority vote of the remaining members of the Board of Directors.

VII-3.04 Duties of Directors

Directors' duties may include, but shall not be limited to:

1. To represent the concerns of the residents of Quincy Park;
2. To attend all regular and special Board meetings and executive sessions;
3. To attend the annual meeting of the Association and other community functions;
4. To adequately prepare by becoming informed on issues to be discussed at meetings;
5. To voice his or her opinion on issues clearly, concisely and informatively at meetings;
6. To vote conscientiously on matters before the Board of Directors;
7. To serve on one or more committees of the Board, as needed;
8. To observe the rules and regulations of Quincy Park;
9. To serve the community in an ethical manner and avoid conflicts of interest; and
10. To insure a smooth and orderly transition to his or her successor.

VII-3.05 Removal by Constructive Resignation

If a director misses more than 33 percent of the regular meetings in any twelve-month period, his or her seat may be declared vacant, by a majority vote of the Board of Directors, deeming such conduct to be indicative of a constructive resignation. Upon such vote, the Board shall notify the director of his or her absence and constructive resignation. The director shall then be given an opportunity to appear at the next regularly or specially scheduled meeting in order to show cause why he or she should not be removed. Should the director fail to show such cause, the director shall automatically be removed.

VII-3.06 Removal by Members

Except for a constructive resignation due to repeated absence, a director may only be removed by a two-thirds majority vote of the full membership of the Association.

VII-3.07 Compensation

Directors will not be compensated for performance of their duties. A director may not hold any interest in any company under contract to provide goods or services to the Association. No director may vote on any issue in which he or she may have a conflict of interest, or any economic interest.

VII-4 Officers

VII-4.01 Election

Following the annual meeting of members of Quincy Park Condominium Association, the current and newly-elected members of the Board of Directors shall convene to elect, by acclamation or secret ballot, the following officers for the upcoming year: President, Vice President, Secretary and Treasurer.

VII-4.02 Appointment

Upon the resignation of any officer of the Association, a replacement may be appointed by simple majority vote of the remaining directors.

VII-4.03 Duties of the President

The duties of the President may include, but are not limited to:

1. To oversee the flow of Association business, during the course of his or her term;
2. To preside at all regularly scheduled and special meetings of the Board of Directors;
3. To preside at the annual meeting of Quincy Park Condominium Association members;
4. To direct the activities of management and professionals retained by the Association;
5. To appoint members and committee chairs, on the advice and consent of the Board;
6. To receive reports from management and professionals retained by the Association;
7. To receive regular reports from the other Association officers;
8. To sign all contracts and other Association documents;
9. To maintain signature authority on all Association passbook and investment accounts;
10. To write reports and review copy for editions of the Quincy Park News, before printing;
11. To author all correspondence from the office of the President of the Association;
12. To represent the Association to various organizations for the benefit of Quincy Park;
13. To maintain his or her office in an ethical manner;
14. To perform all duties incumbent upon the presiding officer of the corporation as prescribed in the By-laws and other documents of the Association; and
15. To insure a smooth and orderly transition to his or her successor.

VII-4.04 Duties of the Vice President

The duties of the vice-president may include, but are not limited to:

1. To assume the President's duties when the President is absent;
2. To communicate Quincy Park matters of concern to various organizations;
3. To assist the committees on projects, as needed;
4. To review the chairpersons' progress reports;
5. To attend committee meetings when appropriate;
6. To serve as liaison between the committees, management, and the President;
7. To review issues tabled by previous administrations, which need to be resolved;
8. To obtain information to aid in smooth running of the meetings;
9. To meet with management on a regular, informal basis for consistent communication;
10. To organize and oversee special ad hoc projects as directed by the President;
11. To maintain his or her office in an ethical manner; and
12. To insure a smooth and orderly transition to his or her successor.

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VII-4.05 Duties of the Secretary

The duties of the Secretary may include, but are not limited to:

1. To oversee maintenance of the corporate minutes;
2. To have knowledge of the corporate documents;
3. To notify officers, directors and committee chairpersons of special meetings;
4. To notify directors of postponed or cancelled meetings;
5. To sign and attest to the Association's documents,
6. To maintain signature authority on Association passbooks and investment accounts;
7. To keep a record of each director's attendance at monthly meetings;
8. To report to the Board when a member has missed two regular meetings;
9. To help prepare and oversee the annual meeting;
10. To verify member proxies for the annual meeting;
11. To maintain the permanent corporate record of the Board's policy resolutions;
12. To maintain his or her office in an ethical manner; and
13. To ensure a smooth and orderly transition to his or her successor.

VII-4.06 Duties of the Treasurer

The duties of the Treasurer may include, but are not limited to:

1. To review monthly financial statements prepared by management;
2. To oversee maintenance of all records pertaining to the Association's investments;
3. To actively seek out the best rate of return for the Association's investments;
4. To report and make recommendations to the Board concerning investments;
5. To chair the Planning Committee;
6. To maintain signature authority on Association passbooks and investment accounts;
7. To report on the accounts at all regular and special Board meetings;
8. To assist the Secretary in preparation of the annual meeting;
9. To assist in the preparation of the annual operating budget;
10. To maintain his or her office in an ethical manner; and
11. To insure a smooth and orderly transition to his or her successor.

VII-5 Committees

VII-5.01 Requirements

All Board members must serve on at least one standing committee. Specific officers must chair certain committees. Otherwise, all service on committees shall be on a voluntary basis, with no requirements.

VII-5.02 Appointment

The President shall appoint committee members and chairs, with the advice and consent of the Board.

VII-5.03 Qualifications

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All committee chairpersons shall be Board members. All members of the Grievance Committee shall be Board members. All members of the Neighborhood Watch Committee shall be residents. All other committee members may be Board members, tenants, resident owners or non-resident owners, with no qualifications other than interest and reliability.

VII-5.04 Standing Committees

The Board may establish or disband standing committees by a simple majority vote. The standing committees are: Grievance, Grounds, and Neighborhood Watch.

VII-5.05 Ad Hoc Committees

Ad hoc committees shall be established to fulfill specific goals and then disbanded. Suggested ad hoc committees are: Annual Meeting, Planning, and Rules Revision.

VII-5.06 Grievance Committee

The Grievance Committee shall consist of at least three Board members. Grievance Committee hearings shall be private, and attendance by persons other than the committee members, staff and the unit owners and residents involved shall be by permission of the chair. The duties of the Grievance Committee are:

1. To hold monthly hearings to meet with owners and residents currently in violation of the rules and regulations and other Association documents;
2. To make decisions as to the resolution of those violations of the rules and regulations;
3. To report the findings and decisions of the committee to the Board of Directors; and
4. To advise the Board of Directors of the need for changes to the rules and regulations.

VII-5.07 Grounds Committee

The Grounds Committee should consist of at least three individuals; a chairperson and two others who need not be Board members. The duties of the Grounds Committee may include:

1. To develop and review existing specs for approved alterations;
2. To develop and review existing specs for grounds maintenance;
3. To review contracts and proposals that involve the common elements;
4. To identify existing problems and suggest solutions relating to the common elements; and
5. To recommend future projects to the Planning Committee.

VII-5.08 Neighborhood Watch

The Neighborhood Watch Committee chairperson shall be a Board member. Members of the committee must be residents, since their work takes place on the property. The duties of the Neighborhood Watch Committee may include:

1. To assist in the enforcement of rules and regulations by advising staff of violations;
2. To perform random walks and report maintenance problems in the community;
3. To serve as advisors and community liaisons to the police and fire departments;
4. To deliver emergency alerts to the residents in their territories;
5. To monitor visitor and resident parking on a voluntary basis; and
6. To plan community activities to promote crime awareness and prevention.

VII-5.09 Ad Hoc Annual Meeting Committee

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The Ad Hoc Annual Meeting Committee shall consist of at least two persons: the Treasurer and the Secretary. The committee shall meet annually, during the months of October and November. The duties of the Annual Meeting Committee are:

1. To set the date of the annual meeting;
2. To confirm the date and meeting location;
3. To make up directional signs to the location;
4. To set up the meeting room;
5. To set up the registration procedure;
6. To oversee the registration at the meeting;
7. To compile the annual meeting reports;
8. To make recommendations to the Board regarding refreshments;
9. To establish and publish the agenda;
10. To prepare the notification of annual meeting for the Secretary's signature;
11. To obtain supplies (pens, tape, napkins, cups, etc.); and
12. To oversee clean up after meeting.

VII-5.10 Ad Hoc Planning Committee

The Treasurer will chair the Ad Hoc Planning Committee. The committee should consist of at least four individuals; the chairperson, a representative of the Grounds Committee, and two others who need not be Board members. The committee shall meet after the completion of each update to the reserve study, and as needed, to adjust the five-year plan. The duties of the Planning Committee may include:

1. To review the most recent version of the reserve study;
2. To review the replacement schedule of building and grounds components;
3. To prioritize and budget for short, medium, and long-term replacement;
4. To investigate costs of specific fiscal projects;
5. To evaluate proposals for such projects; and
6. To formulate a five-year plan for capital expenditures.

VII-5.11 Ad Hoc Rules Revision Committee

The Ad Hoc Rules Revision Committee shall consist of Board members, serving as a committee of the whole, along with staff and other interested residents who need not be Board members. The committee shall meet to revise the rules and regulations, as needed. The duties of the committee are:

1. To review the effectiveness of existing rules and regulations;
2. To draft revisions to the existing rules and corporate documents;
3. To present such revisions to management and staff for compilation;
4. To review and edit the completed revision;
5. To present the revision to the Board and recommend changes; and
6. To plan for the effective distribution of the revised documents.