



Procedures Manual
of the
Estates at Shannon Ridge
Homeowners' Association, Inc.

Table of Contents

	Page
<u>Mission Statement</u>	2
<u>SRHOA Overview of Operations</u>	3
<u>Organization Structure</u>	3
<u>SRHOA Dues Structure</u>	4
<u>Contents of Board Member File</u>	4
<u>Conflict of Interest Statement</u>	5
<u>SRHOA Expense Reimbursement Policy</u>	6
<u>Deed Restriction Violation(s)</u>	6
<u>General Duties of Elected Officers</u>	7
<u>President</u>	7
<u>Vice President</u>	8
<u>Secretary</u>	9
<u>Treasurer</u>	10
<u>Parliamentarian</u>	11
<u>Subdivision Representative</u>	12
<u>SRHOA Committee Structure</u>	13
<u>Budget Committee</u>	13
<u>Audit Committee</u>	14
<u>Nominations Committee</u>	14
<u>APPENDIX</u>	15
<u>Formatting Reports</u>	16
<u>Quarterly Report Format</u>	16
<u>Annual Report Format</u>	17
<u>Basics of Parliamentary Procedure</u>	18
<u>Roberts Rules of Order Motions Chart</u>	20
<u>Conflict of Interest Statement Form</u>	22
<u>Expense Reimbursement Form</u>	23
<u>Deed Restriction Violation Form</u>	24

Estates at Shannon Ridge Homeowners' Association, Inc.

Mission Statement

- To promote neighborhood cohesiveness.
- To enforce existing subdivision deed restrictions affecting The Estates at Shannon Ridge, recorded in the Official Public Records of Wilson County, Texas.
- To support neighborhood beautification activities and projects.
- To sponsor neighborhood social functions.
- To support anti-crime activities.

FORWARD

The philosophy of using a procedure manual involves:

1. Educating leaders on the duties and standing rules of the organization,
2. Explaining limits of conduct followed by the officers, and committee chairs, and
3. Assisting each officer, and committee chair with basic responsibilities.

It is through the dedication and fulfillment of the duties of the officers, subdivision representatives, and committee chairs that the Shannon Ridge Homeowners' Association, Inc. (hereinafter called the "SRHOA"), will thrive and attain its goals set forth by the organization.

SRHOA OVERVIEW OF OPERATIONS

- ❖ All elected officers and subdivision representatives will sign a Conflict of Interest Statement.
- ❖ SRHOA website is established and maintained for communication of all property owners and/or residents of The Estates at Shannon Ridge Subdivision, as filed and recorded in the Official Public Records of Wilson County, Texas.

ORGANIZATION STRUCTURE

<p><u>Governing Documents</u> Certificate of Formation Bylaws Standing Rules</p>	
<p>OFFICERS: President Vice President Secretary Treasurer Parliamentarian</p>	<p style="text-align: center;"><u>Voting Board Members</u></p> <p>MEMBERS: Subdivision representative #1 Subdivision representative #2 Subdivision representative #3 Subdivision representative #4 Subdivision representative #5 (optional) Subdivision representative #6 (optional)</p>
<p><u>Non-Voting Board Participants</u> Past President(s)</p>	
<p>Voting Members</p>	

SRHOA DUES STRUCTURE

Calendar Year: January 1 through December 31
Amount: \$50.00 per lot

CONTENTS OF BOARD MEMBER FILE

Each member of the board will have access to the following documents through electronic communications or as hard copies.

1. Procedures Manual.
2. Predecessor's annual report to the board and the membership.
3. Current SRHOA budget.
4. Current SRHOA Certificate of Formation.
5. Current SRHOA Bylaws.
6. Current SRHOA Standing Rules.
7. Current SRHOA Procedures Manual.
8. Current link to Texas Property Code; Title 11. Restrictive Covenants; Chapter 209. Texas Residential Property Owners Protection Act.
[PROPERTY CODE CHAPTER 209. TEXAS RESIDENTIAL PROPERTY OWNERS PROTECTION ACT](#)
9. Current link to Texas Open Meetings law, as it pertains to incorporated, non-profit organizations.
[GOVERNMENT CODE CHAPTER 551. OPEN MEETINGS \(texas.gov\)](#)
10. Current link to Texas Business Organizations Code; Title 2 – Corporations; Chapter 22 – Nonprofit Corporations.
[BUSINESS ORGANIZATIONS CODE CHAPTER 22. NONPROFIT CORPORATIONS \(texas.gov\)](#)
11. Current contact list of SRHOA board members.
12. Current contact list of voting members.

CONFLICT OF INTEREST STATEMENT

(A printable form is located in the Appendix, [page 22](#))

It is in the best interest for Shannon Ridge SRHOA, Inc. (SRHOA) to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help board members, employees (if any) and volunteers of the SRHOA identify situations that present potential conflicts of interest and to provide the SRHOA with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in the SRHOA’s operations.

1. **Conflict of Interest Defined.** In this policy, a person with a conflict of interest is referred to as a board member, employee (if any), and/or volunteer. For purposes of this policy, the following circumstances shall be deemed to create a conflict of interest:
 - a. A board member, employee, or volunteer, including a family member of any of the foregoing, is a party to a contract, or involved in a transaction with the SRHOA for goods or services.
 - b. A board member, employee, or volunteer, or a family member of any of the foregoing, has a material financial interest in a transaction between the SRHOA and an entity in which the board member, employee, or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
 - c. A board member, employee, or volunteer, or a family member of the foregoing, is engaged in some capacity or has a material financial interest in a business or enterprise that competes with the SRHOA.

Other situations may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of the nonprofit. All such circumstances should be disclosed to the board, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the nonprofit are not compromised by the personal interests of stakeholders in the nonprofit.

Name: _____

Position (office/volunteer): _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between the SRHOA and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, this Conflict of Interest Statement of the SRHOA.

Signature: _____ Date: _____

SRHOA EXPENSE REIMBURSEMENT POLICY

(A printable form is located in the Appendix, [page 23](#))

GENERAL INFORMATION

The SRHOA shall have an approved budget. Any and all expenses must fall under the budget parameters. There shall be a line item in the budget for miscellaneous expenditures. Any item over \$50.00 and/or extenuating circumstances must be voted upon by the board with approval in the majority.

All receipts shall accompany a reimbursement form submitted to the treasurer.

All forms shall be submitted to the treasurer within 15 days of expenditures.

DEED RESTRICTION VIOLATION(S)

(A printable form is located in the Appendix, [page 24](#))

Deed Restriction Violation(s)

I. Complaint

A. Deed Restriction Violation Form

1. Retrieved from website.
2. Filled out form given/emailed to board member/subdivision representative.
3. Subdivision representative attempts mediation between parties.
4. If a conflict/personality issue arises with the first subdivision representative, then a second subdivision representative will be assigned to attempt to mediate between the parties.

II. Resolution

A. Amicable resolution.

1. No further action needed.

B. Unamicable resolution.

1. Offending party invited to next board meeting via first class letter to state his/her case before the board. RSVP requested within 14 days, which will indicate receipt of said letter.
2. If no RSVP to first mailing attempt, certified letter with signature required, to be sent indicating need to attend next board meeting to state his/her case regarding the complaint.
3. If resolved, no further action needed.
4. If not resolved, need for potential legal action.

III. Legal Action

A. Letter sent from attorney

1. If amicable resolution, no further action needed.
2. If unamicable resolution, further legal action needed as required by state law.

GENERAL DUTIES OF ELECTED OFFICERS

These duties are common for the voting members of the board (president, vice president, secretary/historian, treasurer, parliamentarian, and subdivision representatives).

Common duties are carried out as well as duties listed for each specific board member.

1. Serve as a member of the board.
2. Attend all board meetings.
3. Submit quarterly progress reports.
4. Submit annual report for the annual membership meeting.
5. Submit annual proposed budget to the treasurer as requested.
6. Send a copy of all correspondence with outside agencies to the president for approval prior to mailing/emailing.
7. Submit board reports to the secretary as requested.
8. The board shall submit any proposed changes in the Certificate of Formation and/or Bylaws to the membership (30) days prior to the membership meeting.
9. All board members should familiarize themselves with electronic archived files (Budgets, board Agendas, board Meetings, Bylaws, Minutes, Historical, etc.)

PRESIDENT

1. Serve as a voting member of the board.
2. Attend all board and membership meetings.
3. Appoint committee chairs as needed. Also appoint a committee chair in the absence of an subdivision representative or volunteer, volunteering for a committee of his/her choosing.
4. Serve as an ex-officio member of all committees. Attend committee meetings whenever possible.
5. Supervise the work of the officers and committee chairs.
6. Fill vacancies as needed by appointment and/or as approved by the board.
7. Represent the organization upon request.
8. Make copies of all official correspondence and distribute to the board members for placement in the SRHOA historical file.
9. Invite necessary VIPs to appropriate functions.
10. Send thank you acknowledgments as needed.
11. Send letter of congratulations to recipients of SRHOA contests.
12. Include orientation information for incoming/outgoing officers and chairs during the post-election board meeting.

Reports:

1. Submit quarterly report including budgetary recommendations to the SRHOA board as requested.
2. Submit annual report including budgetary recommendations to the SRHOA board as requested.

Responsibilities for the board Meetings:

1. Preside at all board meetings.
2. Call meeting to order. Establish a quorum. If secretary is absent, appoint a temporary secretary.
3. Set dates for reports from officers and committee chairs prior to each board meeting.
4. Compose the agenda for all board meetings and forward copy to the secretary for disbursement to board members within two (2) weeks prior to meeting.
5. Submit president's message to website coordinator(s), quarterly, or as requested.

Responsibilities Associated with Membership Meetings:

1. Preside at all membership meetings.
2. Compose the agenda for all membership meetings and forward copy to the secretary for disbursement to members no later than ten (10) days prior to the meeting.
3. Call meeting to order. Establish a quorum. If secretary is absent, appoint a temporary secretary.
4. Introduce SRHOA board members and welcome new members.
5. Review unfinished business, as well as new business to come before the membership.
6. Introduce the new SRHOA board members (elected incumbents included) after elections are held.

VICE PRESIDENT

1. Serve as a voting member of the board.
2. Attend all board and membership meetings.
3. Chair nominations committee.
4. May serve as an ex-officio member of committees.
5. Assist the president as requested.
6. Serve as a member of the budget committee.

Reports:

1. Submit quarterly report including budgetary recommendations to the SRHOA board as requested.
2. Submit annual report including budgetary recommendations to the SRHOA board as requested.
3. Send copies of any/all correspondence to the president.

Responsibilities for the board Meetings:

1. Attend all board meetings.
2. Preside in the absence of the president.

Responsibilities Associated with Membership Meetings:

1. Have a prepared slate of officers for the elections
2. Preside at candidates' forum, if applicable.
 - a. Determine the order in which the candidates will give their presentation.
 - b. Limit time of candidate's presentation.
 - c. Introduce all candidates for each position.

- d. Preside over the question/answer forum following candidate speeches.

SECRETARY

1. Serve as a voting member of the board.
2. Attend all board and membership meetings.
3. Have knowledge of the basic rules for motions and member voting (*Roberts Rules of Order, Newly Revised (12th edition)*)
4. Send copies of legal documents and correspondence to president when necessary/requested.
5. Take minutes at all board and membership meetings.
6. Track, record and report any board action taken by electronic mail.

Reports:

1. Submit quarterly report to the SRHOA board as requested.
2. Prepare annual report and submit to the SRHOA board as requested.

Responsibilities for board and Membership Meetings:

1. Attend all board and membership meetings.
 2. Assist the SRHOA president in sending out notices of meetings and report deadlines.
 3. Assist president in preparing agendas for board and membership meetings as needed.
 4. Determine a quorum is present in order to conduct business.
 5. If the president and vice president are absent, call the meeting to order and preside at the election of a chairman pro tempore.
 6. Take minutes at all meetings.
 - a. The minutes are the legal record of the organization.
 - b. Permit no changes other than those authorized by official action.
 - c. Send minutes within ten (10) days of the board meeting to the board members and committee chairs, for approval prior to disseminating to the general membership and publication on the website.
 - d. Set a time deadline for board members and committee chairs to respond with any corrections to the minutes.
-

TREASURER

1. Serve as a voting member of the board.
2. Attend all board and membership meetings.
3. Chair the budget committee.
4. Verify signatures of officers authorized to sign checks are on record at bank.
5. Provide reimbursement forms as requested.
6. Promptly deposit all monies received for SRHOA.
 - a. Issuing receipts for collected funds when necessary.
7. Track and deposit interest earned from any/all accounts (SRHOA).
8. Disburse funds as deemed by the bylaws, standing rules or policies.
9. Keep accurate records of all receipts and disbursements.
10. File all bills as support documentation for paid funds.
11. When new accounts are needed, secure interest-bearing, no-fee, savings or checking account(s).
12. Maintain and update the Certificate of Formation for SRHOA.
13. File and pay any appropriate fees for IRS and Franchise Tax returns.

Reports:

1. Submit quarterly report to the SRHOA board as requested.
2. Prepare annual report and submit to the SRHOA board as requested.
3. Reports to include budget committee reports, financial report and any new business.
4. Prepare books for reconciliation no later than two weeks prior to end of the fiscal year.
5. Prepare a fiscal year-end report for the audit committee.
6. Prepare a proposed budget using previous budget and board members and committee chairs proposed budgets. Proposed budget to include two years past adopted budgets for comparison.
7. Inform board members and committee chairs of deadline for submission of annual proposed budget.

Responsibilities for board Meetings:

1. Attend all board meetings.
2. Handle receipts or make arrangements with the president to have checkbook at meetings.
3. Prepare current budget for distribution to the board.
4. Check expenditures against the budget and advise the board accordingly.
5. Advise the board members or committee chairs on budget limitations.

Responsibilities Associated with Membership Meetings:

1. Be present to handle any/all finances and answer any financial questions.
 2. Arrange for transfer of signatures of the newly elected treasurer and officers as deemed necessary for signing checks.
 3. Transfer completed files and records to the new treasurer.
-

PARLIAMENTARIAN

1. Serve as a voting member of the board.
2. Attend all board and membership meetings.
3. Have knowledge of the basic rules for motions and member voting (*Roberts Rules of Order, Newly Revised (12th edition)*).
4. Assist the president to manage meetings and advises on parliamentary procedure.
5. Chairs the Bylaws committee to review the Bylaws each year or as needed.
6. If changes to the Bylaws are needed, ask the president to appoint a Bylaws committee or ask for volunteers, to prepare revised Bylaws for dissemination to the membership for a vote.
7. Advise nominating committee by providing information on nomination and election process.
8. Entitled to all rights and privileges of membership, including the right to make motions, debate and vote.

9. Have a working knowledge of the content contained in the Bylaws and Standing Rules documents.

Reports:

No report is necessary.

Responsibilities for board and Membership Meetings:

1. Be proactive to raise awareness of how parliamentary procedure is a reliable way to run meetings. This includes understanding the five, basic rules:
 - a. Order – One business item at a time
 - b. Equal Opportunity – Everyone gets a chance to participate
 - c. Justice/Fairness – Everyone understands
 - d. Right of Minority – Ability to be heard
 - e. Right of Majority – The right to decide
 2. Attend all board and membership meetings.
-

SUBDIVISION REPRESENTATIVE

1. Serve as a voting member of the board.
2. Attend all board and membership meetings.
3. Bring forth members' suggestions and/or concerns before the board.
4. Submit names of potential new members to the board.
5. May choose a committee to chair.
6. Will recruit volunteers for their committee, to be approved by the board.

Reports:

1. Submit quarterly report including budgetary recommendations to the SRHOA board as requested.
2. Submit annual report including budgetary recommendations to the SRHOA board as requested.

Responsibilities for board and Membership Meetings:

1. Attend all board and membership meetings.
 2. As chair of a committee, share with the board and membership details of the committee's progress/results, including budgetary recommendations.
-

SRHOA COMMITTEE STRUCTURE

- I. BUDGET COMMITTEE
 - II. AUDIT COMMITTEE
 - III. NOMINATIONS COMMITTEE
-

BUDGET COMMITTEE

Chair: Treasurer

Members: Vice president, two non-board members appointed by the board. Voting members may volunteer to sit on the budget committee. Should a vacancy occur, the president, with the approval of the board, shall appoint another non-board member to fill said position.

Meetings: At least one meeting prior to the annual budget meeting.

Committee Objectives: To review past and current spending and assist the SRHOA treasurer in preparing a proposed budget to be presented for approval by the membership at its annual budget meeting.

Committee Duties:

1. Prepare proposed budget.
 2. Present proposed budget to the board four (4) weeks prior to the annual budget meeting.
 3. The board will work with the budget committee to prepare a budget report to be given to the membership at the annual budget meeting, including, but not limited to, any future events.
-

AUDIT COMMITTEE

Chair: Subdivision representative or as assigned by the board.

Members: At least two non-board members from the SRHOA membership. Should a vacancy occur, the president, with the approval of the board, shall appoint another non-board member to fill said position.

Meetings: To be determined by the committee chair.

Committee Objectives: To review the past fiscal year financial records and to provide oversight of the financial reporting process, the audit process, and compliance with laws and regulations.

Committee Duties:

1. Evaluate if a CPA should be employed as an independent auditor. If so determined, obtain bids for service from at least three (3) companies.
 2. If necessary, responsible for the appointment, compensation and oversight of the work of the auditor. (CPAs report directly to the audit committee, not the board.
 3. Prepare a report of the committee's findings to the board.
 4. A final report shall be given to the membership at its next meeting.
-

NOMINATIONS COMMITTEE

Chair: Vice-President or as assigned by the board.

Members: At least two non-board members from the SRHOA membership. Should a vacancy occur, the president, with the approval of the board, shall appoint another non-board member to fill said position.

Meetings: To be determined by the committee chair.

Committee Objectives:

1. Identify candidates for upcoming open positions on the board.
2. Candidates should fit the SRHOA's vision, mission, values, and goals. They should bring experience and understand the specific roles and responsibilities.
3. Select candidates who will demonstrate board effectiveness to include succession planning.

Committee Duties:

1. Prepare a slate of candidates for upcoming open positions on the board.
2. Obtain a nominee's consent to run for a position.
3. Assess how well each candidate aligns with the organization's mission and objectives.
4. Be aware of talents, abilities and experiences already existing on the board.

APPENDIX

FORMATTING SRHOA REPORTS

Please follow the format below for submitting reports to the board.

Quarterly Report Format

Shannon Ridge Homeowners' Association, Inc.
(Name of Office, Council or Committee)
Quarterly Report (Year)
(Quarter number)

Personnel: (Name)

Officer/Chair Duties performed:

Board directives (if any):

Financial Statement:

(List any finance expenditures and/or reimbursements during the quarter and/or any anticipated financial impact that you may foresee for the next quarter.)

Approximate time devoted:

Recommendations:

(List any budgetary change recommendations based on your quarterly activities. Also list any organizational recommendations for the board to consider.)

Submitted by,

(Name of Officer or Chair)

Annual Report Format

Shannon Ridge Homeowners' Association, Inc.
(Name of Office, Council or Committee)
Annual Report (Year)

Personnel: (Name)

Officer/Chair Duties performed:

(Narrative: This section is for any information regarding the position that is not included in the office or committee description and a general summation of the year's activities. [Suggest copying verbiage from quarterly reports])

Financial Statement:

(List any anticipated financial impact that you may foresee for the upcoming year.)

Approximate time devoted:

Recommendations:

(List any budgetary change recommendations based on your yearly activities. Also list any organizational recommendations for the board to consider.)

Submitted by,

(Name of Officer or Chair)

BASICS OF PARLIAMENTARY PROCEDURE

The parliamentary authority is the current edition of *Roberts' Rules of Order, Newly Revised (12th edition)*. The use of parliamentary procedure assists the orderly process of doing business. It provides for equality and justice and helps to expedite business. It is a means of insuring that the majority will prevail while protecting the rights of the minority. It may appear formal, with all comments being directed through the chair of the meeting, but it is important to keep comments focused on the issues and not on personalities.

SOME GENERAL BASICS

1. Raise your hand to be recognized to speak.
2. The chair is addressed as Madame or Mr. President or Chairman.
3. State your name.
4. State your position on the issue and then give your JUSTIFICATION or reason.

Business is generally brought to the floor with a MAIN MOTION. There are six basic steps on a motion:

1. The motion is made. (I move that or “Resolve that...”)
2. A member seconds the motion.
3. The Chair STATES the motion and opens discussion.
4. After discussion, the Chair PUTS the motion to a vote. (Restates the motion in current form.)
5. The Chair takes a vote (“Those in favor say AYE or raise your hands.” “Those opposed say NO or raise your hands.”)
6. The Chair announces the results of the vote.

Discussion of the motion will center on the merits of the question, what should be the disposition of the motion, and may include proposed amendments to the motion.

BASIC OPTIONS IN THE DISPOSITION OF AN ISSUE/MOTION

- 1. Postpone indefinitely** (“I move to postpone indefinitely the issue ...”)
 - DEBATE can be on merits of the issue
 - ADOPTION of motion has the effect of suppressing the question throughout the current session. IT IS an indirect rejection of a motion when the floor does not want an outright rejection of the idea.

- 2. Amend** (“I speak in favor but I move to amend by...”)
 - INSERTION OF a word or phrase, or if at the end of the motion it is by ADDITION
 - STRIKING a word or phrase
 - STRIKING a word or phrase and INSERTING a different word or phrase in its place
 - SUBSTITUTION for the entire resolution if the changes are numerous and complex

Amendments must be seconded and must be GERMANE (closely related or having bearing on the motion). Discussion focuses **ONLY** on the amendment to the motion and not the entire question. It is also possible to “amend the amendment.” Then one has a primary and secondary amendment. The secondary amendment must be germane or relate to the primary amendment.

- 3. Adopt** as is (I speak in favor of the issue/motion because...”)

- 4. Reject** as is (I speak against the issue/motion because ...”)

- 5. Refer or commit** (“I move to refer ... to ...”)
If the floor believes that more work is needed, or further investigation is necessary before taking action on an issue the correct procedure is to refer the issue/motion.

Robert's Rules of Order Motions Chart

Based on Robert's Rules of Order, Newly Revised (12th Edition)

Part 1, Privileged. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules.							
§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
Part 2, Subsidiary Motions.							
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Part 3, Main Motion.							
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 4, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

Part 5, Motions That Bring a Question Again Before the Assembly.

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

Estates at Shannon Ridge HOA

CONFLICT OF INTEREST STATEMENT

It is in the best interest for Shannon Ridge Homeowners' Association, Inc. (SRHOA) to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help board members, employees (if any) and volunteers of the SRHOA identify situations that present potential conflicts of interest and to provide the SRHOA with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in the SRHOA's operations.

2. **Conflict of Interest Defined.** In this policy, a person with a conflict of interest is referred to as a board member, employee (if any), and/or volunteer. For purposes of this policy, the following circumstances shall be deemed to create a conflict of interest:
- d. A board member, employee, or volunteer, including a family member of any of the foregoing, is a party to a contract, or involved in a transaction with the SRHOA for goods or services.
 - e. A board member, employee, or volunteer, or a family member of any of the foregoing, has a material financial interest in a transaction between the SRHOA and an entity in which the board member, employee, or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
 - f. A board member, employee, or volunteer, or a family member of the foregoing, is engaged in some capacity or has a material financial interest in a business or enterprise that competes with the SRHOA.

Other situations may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of the nonprofit. All such circumstances should be disclosed to the board, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the nonprofit are not compromised by the personal interests of stakeholders in the nonprofit.

Name: _____

Position (office/volunteer): _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between the SRHOA and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, this Conflict of Interest Statement of the SRHOA.

Signature: _____ Date: _____

Estates at Shannon Ridge HOA

EXPENSE REIMBURSEMENT FORM (Please attach receipts)

Date: _____

Payee Name: _____

Address: _____

City, State Zip: _____

Requested by: _____ Title: _____

Budgeted item? Yes No Non-budgeted item approval? Yes No

Approved by: _____

Non-budgeted items must have prior approval for reimbursement. Non-budgeted items over \$50 must be voted on by the board prior to spending/reimbursement. Budgeted items \$50 or more over budgeted amount must also be voted on by the board prior to spending/reimbursement.

<u>Budget Line Item #</u>	<u>Description of Expense</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REIMBURSEMENT TOTAL \$ _____

Check # _____ Date issued _____

By: _____

Estates at Shannon Ridge HOA

DEED RESTRICTION VIOLATION FORM

Date: _____

I, _____ residing at the property

hereby file a complaint against property

Complaint/Violation:

(signature)

Received by board member:

(name)

(signature)

(date)