

Guidelines and Procedures Manual

The purpose of this manual is to place in one location the various Rules governing the operation of our community. Included are definitions of various committees, duration of these committees, Pool Rules, Clubhouse use and in general procedures and guidelines not covered in our Governing Documents (By-Laws, Deed Restrictions, HUD Regulations and Fla. statute 720.)

Every Board member will receive a copy of this document and is responsible for its condition. They will turn in their copy when they leave office.

These Guidelines may be altered by a majority vote of the Board of Directors at any time. Such changes must be announced at a public meeting and published in the Lakeside Living newsletter. The latest version of these guidelines must be adopted by the new Board annually.

A listing of all current Board members and their areas of responsibility and a list of committees and committee chairpersons will be made available for all residents and posted in the Clubhouse on the bulletin boards.

A copy of this booklet will be made available to any resident at their own expense.

Guidelines and Procedures Manual

Table of Contents

Page 1	Guidelines and Procedures
2	Table of Contents
3	Duties of Directors
4	Committees
6	Advisory Council
7	Block Captains
7	Guidelines for Handling Complaints
11	Notification of Complaint and Consequences of Non-Compliance
12	Audit Committee
13	Budget Committee
14	Budget Preparation
15	Definitions - Other
17	Long Range Planning Committee
	Clubhouse Improvement Committee
	Water/Sewer Committee
18	Clubhouse Activities Committee
20	Board Change-over

Duties of Directors

Our By-Laws spell out the duties of the Officers of the Board of Directors which can be changed only by amending the By-Laws.

There are other areas where the Board has the authority to appoint Directors to specific areas of responsibility. Currently, full time Directors are appointed to three positions: Clubhouse, Grounds and Pool. In addition, part-time Directors have been appointed to assist with the Clubhouse and Grounds during the winter months. These part-time Directors are not assistants to the full-time Director; they are co-directors and work jointly in fulfilling their responsibilities.

The various Directors may fulfill their duties themselves or by creating a committee.

CLUBHOUSE:

The Director is responsible for maintaining the physical clubhouse. This includes items such as A/C, plumbing, painting, cleaning, locks, and preventive maintenance-- in short, making sure everything in the clubhouse works.

GROUND:

The Director is responsible for the overall appearance of our community. This includes grass cutting and irrigation of common grounds, maintaining water lines, care of community parking areas and insuring that all residents keep their homes and property from becoming eye-sores.

POOL:

The Director is responsible for the daily upkeep of the pool and the hot tub. This includes covering the pool when necessary, keeping the furniture clean and safe for use, spraying for insects around the pool and insuring that all State rules for pool use are met.

The above descriptions are not meant to be all inclusive; they are general guidelines. If anyone notices a problem in any area PLEASE NOTIFY THE DIRECTOR OF THAT COMMITTEE BEFORE COMPLAINING TO THE BOARD. Repairs cannot be made until the appropriate Director is notified and a reasonable amount of time is allowed for correction. In short, a little common sense and courtesy are always appreciated.

Guidelines and Procedures Manual

Committees

Standing committees are those mentioned in the By-Laws and their functions cannot be altered by the Board of Directors. They are:

1. By- Law Review CommitteeArticle VI, Section 4, E.
2. Advisory Council.....Article VI, Section 5.
3. Membership Committee Article IV, Section 2.
4. Nominating Committee Article V, Section 9.
5. Election Committee Article V, Section 10.
6. Audit Committee Article VIII, Section 5.

Operating Committees are established by the Board to address special needs that arise and may be altered or terminated at the discretion of the Board of Directors. They are:

1. Clubhouse Activities Committee (includes Coffee Hour and Covered Dish Committees)
2. Budget Committee
3. Long Range Planning Committee – (including all common areas, marina, pool, clubhouse roof and exterior, excluding the interior of the clubhouse)
4. Clubhouse Improvement Committee – Includes all future renovations to the interior of the clubhouse.
5. Sanitary Sewer Committee

The Standing Committee and Operating Committee Chairpersons are appointed by the Board of Directors annually. Each Chairperson selects their staff.

Social Activities Committees are those serving the needs of people sharing a common interest and are not under Board control. They are:

- | | |
|----------------------------|-----------------------|
| 1. Shuffleboard & Poolroom | 6. Euchre |
| 2. Bingo | 7. Dances |
| 3. Pinochle | 8. Golf |
| 4. Game room activities | 9. Bowling |
| 5. Fun Bridge | 10. LHEA Entertainers |
| | 11. Boat Alliance |

Guidelines and Procedures Manual

Resident Services are provided by one or more volunteers and are not under Board control. They are:

1. Workshop
2. Flags and Memorials
3. Medical, Health and Safety
4. Newsletter
5. Library
6. Mailboxes

The Social Activities and Resident Services Committees will post quarterly an accounting of their funds on the lower level bulletin boards in the Clubhouse.

Guidelines and Procedures Manual

THE ADVISORY COUNCIL

The Advisory Council acts as a buffer for the Board of Directors. It is composed of all the Block Captains and alternates and is chaired by the 2nd Vice President.

The primary function of the Council is to receive all written, signed complaints, grievances, requests and suggestions that are submitted in the proper manner and to make every effort to answer, alleviate or resolve as many as possible by application of our governing rules and good judgment.

The above action will eliminate many of the routine matters from the agenda of the Board of Directors, thereby freeing the Boards' time, efforts and energy to devote to the many major demands and more complex problems involved in the administration of our community.

The Advisory Council will be governed in its decisions and considerations by the following documents and it is therefore required that all Council members be familiar with these rules.

1. The By-Laws
2. The Declarations Of Covenants, Restrictions, Limitations and Conditions
3. Other rules and regulations approved by the Board of Directors

Rules and regulations must be applied exactly as written and not by hearsay or personal opinion. In no case will a deviation, waiver, or non-compliance of any Rule or Regulation be granted or inferred.

Decisions on all matters before the Council are to be made only in a meeting of the Council.

Any matter requiring further investigation will be performed by at least two (2) members of the Council.

If the matter cannot be resolved by the Advisory Council it will then be taken to the Board of Directors.

Guidelines and Procedures Manual

Duties of Block Captains and Alternates

1. Attend all Advisory Council meetings which are held on the Tuesday the week before the board meeting of each month (only when one board meeting a month) plus any special meetings which may be called by the Chairperson.
2. Notify residents in their block of URGENT information as supplied by the Board and/or the chairperson (water shut-offs).
3. Conduct the HUD required census in odd numbered years.
4. Bring suggestions and complaints IN WRITING to the Advisory Council for discussion.
5. Ensure that each home has the appropriate number of Guest Badges and Car Tags and they have a copy of the rules governing Guests.
6. Be aware of illness or death within your block and notify the appropriate committees.
7. Let Advisory Council know of any houses that have mold, weed, trash or paint problems that the Grounds Committee needs to be aware of.

Guidelines for Handling Complaints

(Approved and Revised 11-29-16)

Purpose: Provide structure so complaints are handled in an organized, systematic, consistent way.

Step 1: Neighbor-to-Neighbor

Many complaints can be avoided by knocking on a neighbor's door and having a friendly conversation regarding activities, disputes, etc. We should know our neighbors; be friendly.

Step 2: Formal Complaint Form

If an issue between neighbors regarding activities, disputes, etc. cannot be resolved with a friendly conversation and thereby persist or escalate, complete a Complaint Form. This form is available for download on the LHEA website www.lakesidehillshoa.com, from Block Captains, the LHEA Recording Secretary, and outside the LHEA office in Clubhouse. **Note:** *Anyone may complete a Complaint Form – member, visitor, director, vendor, etc.* Following this process avoids unnecessary actions based on undocumented rumor.

1. Write date and your information in the top section of the form.
2. Write specific details, dates, times of what you've observed, and include any pictures or other supporting factual details and information in the second section of the form.
3. Write only one type of complaint per form to ensure that proper follow up takes place that can lead to resolution of the complaint. Do not combine two or more issues on one form.

Guidelines and Procedures Manual

Example: *If while investigation or documenting a guest/intent to share violation another violation such as excessively high weeds and untrimmed shrubbery, piles of dog feces, etc. is found, fill out a separate Complaint Form for the additional issue.*

4. Write what actual rule(s) from LHEA Convents, By-laws, Rules & Regulations is violated. **Note:** *To make sure that you are using the most current, approved information, download governing documents from LHEA website www.lakesidehillshoa.com or get copies from LHEA Recording Secretary.*
5. **Sign the form.**
6. Turn in the signed and dated form to the appropriate Block Captain. **Note:** *If the Block Captain is by-passed and the form is submitted to a Board member, the Board member will accept the form and deliver it to the appropriate Block Captain.*
7. **Procedure Exception:** An urgent situation may develop that is not in the best interest of LHEA to follow normal procedures of having a signed and dated Complaint Form before paying a visit to the unit owner or sending a notice in writing. In this situation, a blank Complaint Form will be taken to the unit and used to document the encounter. A member of the Board of Directors accompanied by a Block Captain or another Board member may move forward prior to or in place of a visit from the Block Captain.

Example of time sensitive and urgent situation: A resident is conducting an unapproved carport (garage/estate goods) sale that is known to be advertised outside LHEA community based on classified advertisement in the newspaper, online advertisement such as Craig's List, signage posted outside our boundaries such as sign on Hwy. 98N.

Step 3: Follow-up of Complaint Form

1. Before initiating a personal visit, the appropriate Block Captain should review the Complaint Form with the person submitting the form to clarify details and fill in any missing information.
2. A primary meeting (first warning) with the unit owner named in the complaint will be conducted by the appropriate the Block Captain and one other individual such as another Block Captain or Board member. The purpose of this meeting is to communicate with the owner the nature of the complaint, how the situation violates Covenants, By-laws, Rules of the Association; and, to discuss how and when the owner will comply by correcting the existing situation. **Note:** *For absentee owners, the primary meeting (first warning) may be conducted by conference call and/or by written communication signed by the President of the Board of Directors.*
3. During a successful meeting, the unit owner, Block Captain and accompanying member will agree on a specific timeline for resolution of the situation listed on the complaint.
4. In the event of refusal to comply, the unit owner will be advised of the consequence of non-compliance (second and third warnings) that may be taken by LHEA.
5. After the meeting the Block Captain and accompanying member will write notes on the bottom section of the Complaint Form regarding what happened at the encounter, including the following: date, start time, end time, conversations, perceived point of view of the unit owner during encounter, any agreed upon timeline for problem resolution up to 30 days, or refusal to comply and possible next steps by LHEA. **Note:** *Hearsay, rumor, and "predictions" of possible*

Guidelines and Procedures Manual

behavior will be avoided. The follow-up comments should be factual and collaborated by both individuals conducting the meeting.

6. A copy of the completed Complaint Form and any accompanying notes from the meeting should be taken by the Block Captain to the Advisory Council Chair as soon as possible after the contact.
7. The Advisory Council Chair will oversee/participate in appropriate follow-up, and will report all actions in writing to the President and Vice Presidents of the Board with a copy to the Recording Secretary for LHEA records.
 - a. If the unit owner claims lack of awareness of community rules and governing documents:
 - The Membership Chair should be notified and receive a copy of the Complaint Form. A representative from Membership may participate in follow-up.
 - b. If the complaint involves property outside the home such as accumulated trash, excessive mold, unkempt vegetation, etc.:
 - The Grounds Chair should be advised and receive a copy of the Complaint Form. A representative from Grounds may participate in follow-up.
8. In the event of continuing failure of the unit owner to comply with the Covenants, Bylaws and/or Rules and Regulations of Lakeside Hills Estates Association, Inc., the Guidelines for Consequences of Non-Compliance will be followed.

Guidelines for Consequences of Non-Compliance

(Approved & Revised 11-29-16)

Purpose: To provide structure so that consequences of non-compliance are applied in an organized, systematic, consistent way. To be used alongside **Guidelines for Handling Complaints** (Rev.11/29/2016) if residents fail to comply with Covenants, Bylaws and/or Rules and Regulations of Lakeside Hills Estates Association, Inc.

First Warning – Delivered at First Meeting

1. The owner will be given reasonable time (up to 30 days) to correct the situation to the satisfaction of the Association.
2. Compliance will be monitored and reported by appropriate Block Captain and/or appropriate Board member.
3. A follow-up letter signed by the Advisory Council Chair may be mailed out to the owner within 72 hours of the first meeting: It shall outline points discussed and the exact deadline for compliance.

Second Warning

1. Failure by the owner to correct the situation in order to comply with Covenants, Bylaws, Rules and Regulations of LHEA on or before the deadline will result in a second warning.
2. During the second warning meeting the owner will be given notice of a specific deadline for turning the case over to the LHEA attorney for legal follow-up.
3. Compliance will be monitored and reported by appropriate Block Captain and/or appropriate Board member.

Guidelines and Procedures Manual

4. A warning letter signed by the President of the Board of Directors shall be mailed out to the owner within 72 hours of the second warning meeting: It shall outline points discussed and the exact deadline after which the case will be turned over to the LHEA attorney for follow-up.

Third Warning

1. Failure by the owner to correct the situation in order to comply with Covenants, Bylaws, Rules and regulations of LHEA within the specific deadline outlined in the second warning letter will result in a third and final warning meeting.
2. The Board President and one other Board member will present the third and final warning.
3. The owner is notified that the case will be turned over to the LHEA attorney for appropriate legal consequences by the President of the Board of Directors.
4. The LHEA attorney will communicate with the President regarding resolution of the case.

Guidelines and Procedures Manual

Notification of Complaint and Consequences of Non-Compliance

Complaint Form Process	Required Action
Form Submitted	Block Captain <ul style="list-style-type: none"> • Is it signed and dated? • Is it completed with specific details, photos?
First Warning	Usually Block Captain + 1 other <ul style="list-style-type: none"> • Friendly initial meeting • Nature of situation & violation explained • Up to 30 days given for resolution
72 hrs after First Warning	Advisory Chair <ul style="list-style-type: none"> • First warning letter
30 days after First Warning	Compliance Reported <ul style="list-style-type: none"> • If yes, complaint is RESOLVED • If no, next step is Second Warning & discussion of the matter with the Board of Directors
Second Warning	Usually Block Captain + 1 Board Member <ul style="list-style-type: none"> • Time specified for compliance • Notification of date case to be turned over to legal if non-compliance
72 hrs after Second Warning	Board President <ul style="list-style-type: none"> • Second warning letter
Specified Time after Second Warning	Compliance Reported <ul style="list-style-type: none"> • If yes, complaint is RESOLVED • If no, next step is Third Warning
Third Warning FINAL	Board President + 1 other Board member <ul style="list-style-type: none"> • With approval of Board of Directors Case turned over to legal • Date consistent with second warning letter
	Board President submits case to attorney for appropriate legal consequences <ul style="list-style-type: none"> • Attorney communicated resolution of case

Guidelines and Procedures Manual

Audit Committee

- By-Laws: Article VIII, Section 5 (pg 13)

An audit of each of the accounts of the Association shall be made not less than once a year by a committee appointed by the Board of Directors and presented to the Board on or before the first meeting in March each year.

Suggested procedure for the audit:

1. Review prior audit recommendations for current comments.
2. Review on a monthly or quarterly basis and verify all cash and equivalent balances.
3. Review all balance sheet accounts for verification.
4. Review all expenditure items, spot check invoices paid for mathematical accuracy, compliance with contracts, accounts charged and proper approval.
5. Review all income accounts with special comment on member assessment differences, if any, with the budget amount.
6. Review By-laws for compliance in collecting member assessments, processing invoices, keeping records and making reports.

Procedures can be modified or extended at the discretion of the Audit Committee.

Guidelines and Procedures Manual

Budget Committee

The By-laws do not provide for the appointment of a Budget Committee or a procedure for preparing the budget. Under Article VIII, Section 1 (d), the Board is charged with adopting a budget for each fiscal year. Under this same Article it also stipulates that copies of the proposed budget shall be furnished to each member on or before ten (10) days prior to the date for voting on the annual budget. Article III sets the Annual Meeting for the first Wednesday of December and also states that the proposed budget shall be presented and voted upon for approval. This tends to establish the following schedule:

Board approval of budget: October Board meeting (last Tuesday of the month)

Budget to Members: November 1st newsletter

Annual meeting: First Wednesday in December

The Board will appoint the Budget Committee no later than September 1st of each year. The committee will consist of at least five members including the Treasurer of the Association and a Budget Committee Chairperson.

All members of the Board of Directors and Chairpersons of committees will serve as a support group in supplying their requirements for the new budget.

Guidelines and Procedures Manual

Budget Preparation Guidelines

- I. Address each item in the budget as follows:
 1. Review the current year charges in relation to the budget
 2. Review current year charges with the committee chairpersons and request their input for next year's requirements.
 3. Review contracts for each item.
 - (1) Will the contract continue with the same or changed rate?
 - (2) Does the contract need to be changed or a new contract secured with a new vendor?
 4. Review all utility charges by rate and volume and project requirements for the next year. Secure projected rate changes from the utility company.
 5. Present a tentative budget to the Board for discussion at the board meeting in October.
- II. Compile Budget
 1. By total yearly requirements for each item.
 - 11 Break down each item into a monthly assessment for each of the following:

(1) Residents' lots	293
(2) Penthouse	1
Total units	294

Procedures can be modified or extended at the discretion of the Budget Committee.

Guidelines and Procedures Manual

DEFINITIONS

COVENANTS: CONVENANTS, CONDITIONS, AND RESTRICTIONS (CC&Rs)

The Declaration of Covenants is the **legal document** that lays out the **guidelines** (constitution) of a planned community. They are recorded in the county records where the property is located and are legally binding. IE: When you purchase a lot or a home in a planned community, for example, you automatically become a member of the HOA. They govern what you **can, cannot, or must do** with respect to your **home and real estate**.

BY-LAWS:

The bylaws govern **how the HOA operates**. They contain the information needed to run the HOA as a business. The HOA, which is typically set up as a not-for-profit corporation, is an organization established to manage a private, planned community. Like other corporations, the HOA is governed by a board of directors (who are elected by the members) and a **set of rules called by-laws**. They govern such things as: How often HOA meetings are held; How they are conducted; Duties of the officers; Number of people on the board; Membership voting rights.

MOTIONS:

Motions are actions taken by the Board of Directors to address a need, issue or problem; for the overall benefit of the community. Motions must be consistent with Covenants and By-Laws. Motions can be incorporated into By-Laws periodically when they are updated.

CAPITAL RESERVES ACCOUNT

Also called the (R & R) or (Contingency Budget) Accounts. These are funds set aside by law for the repair and/or replacement of specific items such as a new roof, new appliances, or repairing water or sewer lines. These funds cannot be used for any other purposes and greatly reduce the risk of special assessments. They are contained in the General Budget under a separate account.

OPERATING BUDGET

This is the money used to pay the bills on a day to day basis. Included are all utility bills, insurance, and the budgets for the various committees (Grounds, Pool, and Clubhouse etc.). Each committee has a budget established yearly. Any money left over at the end of the year may be transferred, by a vote of the General Membership, to the General Contingency Fund.

1. Members of the Board should obtain 3 written bids (estimates) for contracts or purchases over \$500.00. Bids should contain the work being done, materials involved, the completion date and total cost.
2. Board approval is required on expenditures over \$500. The Board of Directors are allowed to spend up to \$500 without prior Board approval for necessary expenditures to repair or maintain the clubhouse, pool and common areas, or in the performance of their duties. Motion (5-26-15) Board Members should however discuss expenditures or anticipated expenditures on amounts below \$500.
3. All Contracts are to be reviewed by the board president prior to board action and must be approved (signed) by the president after board meeting approval.
4. All contractors or service vendors are required to provide LHEA with a current copy of their

Guidelines and Procedures Manual

license and “Certificate of Insurance – COI” showing coverage for liability and worker’s compensation. The certificate should be sent to LHEA directly from the insurance company making sure LHEA is listed as the “certificate holder”. This should be received by the treasurer prior to work commencing. At no time will payment be issued until these requirements are met.

5. Contractors or service vendors are required to provide us with a current copy of their W-9, for the purpose of sending IRS 1099-Misc form. This should be received by the treasurer prior to payment being issued. Contact the treasurer if there are any questions as some corporations are exempt.
6. Spending by the board of directors is capped at \$20,000 (excluding Lawn, Insurance, Water and Cable contracts) Motion (5-26-15). Anything above that amount would require a majority vote of the membership at a meeting at which a quorum is present (according FS720, 320.306.1a).
7. When members make a purchase where they need to be reimbursed by LHEA, the receipt should not be combined with personal purchases. Motion (5-26-15).

INSPECTION AND COPYING OF RECORDS

Refer to FS 720.303(5) Office records are maintained for at least 7 years. Members can request copies via written request. LHEA has 10 business days after receipt of written request submitted by certified mail, return receipt requested. There will be a charge for copies made by LHEA. Please refer to FS 720.303(5) for official requirements.

Guidelines and Procedures Manual

LHEA

Long Range Planning Committee

This committee will meet on an ongoing basis; the purpose shall be to look at the physical assets of LHEA in order to suggest how and when to make improvements or inspections. It should consist of 4-5 members.

The hope is that by looking at the needs of our assets on a regular basis, we will be planning when to make repairs instead of only reacting to emergencies. By acting instead of only reacting, we should start to see significant savings. It is far less costly to regularly maintain than to only repair.

Clubhouse Improvement Committee

Includes all future renovations to the interior of the clubhouse.

Water and Sewer Committee

Guidelines and Procedures Manual

CLUBHOUSE ACTIVITIES COMMITTEE

The Chairperson of this committee will be appointed by the Board of Directors.

The committee members will be selected by the Chairperson. Board approval is not required. However, the Board should be advised of all members on the committee.

The Chairperson will be responsible for coordinating and scheduling all inside and outside activities, whether they be operating committee meetings, social activities, e.g. parties, memorial, anniversary or birthday celebrations. Coffee Hour and Covered Dish are included in this committee.

Use of the Clubhouse for special functions may be requested by Association members only, with approval of Clubhouse Activities Chairperson. Any person honored by an affair at the clubhouse must be a member of the Association.

The Clubhouse Activities Committee is responsible to ensure all members who use the Clubhouse for various functions, including covered dish and coffee hour activities are provided with detailed procedures and directions, including applicable rules and regulations. As well, the Chairperson will publicly post on bulletin boards an accountability sheet of financial position, showing cash flow and expenditures. These reports will occur quarterly.

The Chairperson will appoint a representative to act on their behalf during any absence, with Board approval.

ROOM RENTAL AGREEMENT

Fee schedule for members using the clubhouse with less than 51% of those in attendance being members or private parties:

There is a non-refundable fee for reserved rooms:

Lounge: \$20.00 fee with \$100.00 Deposit

Entitles you to use microwave and refrigerator

Ball Room: \$25.00 fee with \$150.00 Deposit

No kitchen privileges

\$35.00 fee with \$200.00 Deposit

Use of microwave, range, and refrigerator

Fee schedule for members using the clubhouse for community events, fundraisers, etc.

There is a non-refundable fee for all reserved rooms of \$10.00

There is no charge for committee meeting reservations.

Guidelines and Procedures Manual

Additional terms and conditions:

- In all cases deposit will be returned after inspection of area and all is deemed clean and left in good condition.
- In all cases you are responsible for all clean up. Wipe down tables and chairs. Clean floor; remove trash to trash cans in lower level by north exit.
- NO FOOD TO BE LEFT IN REFRIGERATORS.
- Your guests are not allowed to wander around the clubhouse unless accompanied by a member of Lakeside Hills Estates Association. They must remain in the area reserved.
- Children are not allowed to play in the game room, back balcony, and never on the pool tables even with a member present.
- You must stay with your party until the end, make sure lights are turned off, thermostats returned to proper settings, and door is locked.
- I, the undersigned, on behalf of myself and my family, and any guests, dependents, heirs, executors, representatives, administrators and personal representatives thereof, hereby: (i) Agree to comply with any and all applicable laws, ordinances, rules and regulations, including, without limitation, regarding the service and consumption of alcoholic beverages, while using the clubhouse pursuant to this Room Rental Agreement; (ii) Release Lakeside Hills Estates Association, Inc. (the "Association"), its directors, officers, employees, and agents (collectively, "Association Releasees") from any and all claims, liabilities, and causes of action, whether foreseeable or unforeseeable, which may at any time arise out of or relate in any manner, directly or indirectly, to my use of the clubhouse pursuant to this Room Rental Agreement, including, without limitation, any and all liability to me for any loss or damage to property or injury or death to person. This is a complete and irrevocable release and waiver of liability; (iii) Agree not to sue the Association Releasees for any loss, liability, damage, injury or death described above or otherwise, and I agree to indemnify and hold harmless the Association Releasees and each of them from any loss, damage or cost they may incur due to my presence in or about the clubhouse and the use thereof pursuant to this Room Rental Agreement. I assume full responsibility for the risk of such loss, liability, death or injury; and (iv) Agree that the release and waiver of liability and indemnity as set forth herein is intended to be as broad and inclusive as permitted by the laws of the State of Florida. If any portion hereof is held to be invalid, I agree that the balance will continue in full force and effect.

Reserved by (member name) _____

Member's address _____ Phone No. _____

Room reserving _____ Date Needed _____

Signed by: _____ Date _____

Deposit Received \$ _____ Check # _____ Received by _____

___ Copy of cleanup instructions

Revised date: 05-22-2016

Procedure for Board of Directors' Changeover

When a new Board is installed it would be helpful for the new members to be aware of past procedures and policies as well as ongoing situations that have been discussed, reviewed or set in place. There should be a meeting of the outgoing and newly elected board members to discuss and explain such matters and conditions. Also, many directors have contacts with outside contractors or vendors with whom we do business. The following is a guideline that will be of great assistance to an incoming Board.

1. **KEYS** - There will be a list made and kept on file in the office of all keys and their purposes and to whom any key was issued. The President will make this list and be responsible for it until his/her term expires. This will then be part of his/her paperwork that will be turned over to the next President. All outgoing directors will turn in all keys in their possession pertaining to their duties to the President. Keys for the office are to be issued only to the Board of Directors and to persons they deem appropriate, such as the Recording Secretary and audit committee chairperson. These persons will turn over their keys also at the change of the Board.

2. **CONTRACTS** - All contracts will be kept in the 5/9/2012 office. Outgoing directors will inform the new directors of the location of these contracts, their terms and conditions and who to contact in regards to service.

3. **RECORDS / SERVICES** - Current directors will keep a log or diary of normal services or activities they have done. This ongoing log will be helpful in letting the new directors know what has been accomplished and what still needs to be done.

4. **SUPPLIES** - An inventory will be kept of necessary supplies and their storage locations.

There are many storerooms and areas throughout the clubhouse and it would be most beneficial for new directors to know these areas and what is stored in them. Vendors from whom these items are purchased will be noted in the records logbook of services and activities. The President may appoint a director or committee to be responsible for the inventory.

5. **MANUALS** - A Guidelines and Procedures Manual will be issued to each director for use during their term of office. Each manual will be numbered and a list maintained in the office. Directors will sign out the manual upon commencement of their term and will sign off upon termination of office.