

Oakhurst Reserve HOA

Standing Rules

Ratified: 12/16/2010

Last Amended: 10/27/2011

I. Purpose

The purpose of the Standing Rules is to provide guidance regarding procedures, expectations, and standards of the Oakhurst Reserve Homeowner's Association and its Board of Directors.

Standing Rules are informal, yet detailed guidelines that describe the procedures of the Board of Directors and the Property Management Company. These guidelines are meant to be flexible and reflect the will of the Board; therefore they may be modified, added to, or deleted by a majority vote of the Board of Directors.

II. Meetings of the Board of Directors

1. Opening the Floor

- a. The floor may be opened to the homeowners to review a specific topic, by a majority vote of the board.
- b. Unless otherwise specified, the time limit shall be five (5) minutes.
- c. Each homeowner may speak a maximum of two (2) times on the topic at hand if time permits.

2. Open Forum

- a. Creation
 - i. An open forum may be created by a majority vote of the board.
- b. Length
 - i. The length of the open forum must be stated during its creation.
 - ii. The length of the open forum may be extended by a majority vote of the board.
- c. Order
 - i. Members will be called by the chair from the sign-up sheet (if one exists) first, then called from the floor in the order recorded by the secretary.
 - ii. Each member will be called upon to speak and/or ask questions relating to one topic during each round of open forum.
 - iii. Once the first round from the sign-up sheet and the floor has been exhausted, rounds will continue as time permits.
- d. Closure
 - i. The open forum may be closed at any time by a majority vote of the board.
 - ii. The open forum will automatically close at the end of the allotted time.

- iii. The open forum will automatically close if no further persons wish to speak.

III. Violation Policy

1. Courtesy Notice
 - a. The homeowner has 30 days to comply with this notice.
 - b. No charge has been applied to the homeowner's account for this notice.
 - c. Notification shall state that an administrative fee of \$15 will be charged to the homeowner if a First Violation Notice is required.
2. First Violation Notice
 - a. The homeowner has 15 days to comply with this notice.
 - b. A \$15 charge has been applied to the homeowner's account for this notice.
 - c. Notification shall state that an administrative fee of \$25 will be charged to the homeowner if a Second Violation Notice is required.
3. Second Violation Notice
 - a. The homeowner has 15 days to comply with this notice.
 - b. A \$25 charge has been applied to the homeowner's account for this notice.
 - c. Notification shall state that an administrative fee of \$50 will be charged to the homeowner if a Final Violation Notice is required.
 - d. Notification shall further state that if the violation is sent to the attorney, an additional fee of \$50 will be charged to the homeowner. All legal fees and cost will be the sole responsibility of the homeowner.
 - e. If the homeowner does not comply with this notice, the violation shall be brought before the Board of Directors for a decision on compliance action by the attorney.
4. Final Violation Notice
 - a. The homeowner has 15 days to comply with this notice.
 - b. A \$50 charge has been applied to the homeowner's account for this notice.
 - c. An additional \$50 charge has been applied to the homeowner's account If this notice was sent by the attorney.
 - d. If the homeowner does not comply with this notice, the violation shall be brought before the Board of Directors for a decision on mediation.
5. Addendum(s)
 - a. Homes Painted Without Approval
 - i. A Courtesy Notice will be sent to the homeowner.
 - ii. The homeowner will have 2 weeks to submit an ARC application with a color scheme selected from the Oakhurst Reserve Paint Palette.
 - iii. Upon approval of the paint application, the homeowner will have 30 days to repaint the approved color scheme.
 - iv. Failure to comply with the submission of a completed ARC application or painting of the home within the allotted times will result in a letter to the

homeowner stating that they are being sent to the attorney for compliance. The homeowner will be responsible for all attorneys' fees.

6. Violation Extension Policy

- a. The Property Management Company may provide one extension per violation, not to exceed more than 30 days.
- b. Any subsequent extension requests or requests exceeding 30 days must be submitted to the Property Management Company in writing. The request shall be brought to the Board of Directors for a decision at the next meeting. A simple majority affirmative vote is sufficient for approval.
- c. Extensions may not exceed 18 months from the date the related violation was originally opened.

IV. Rules and Regulations

1. Parking is designated for driveways and garages only. Street parking for guests is to be of a temporary nature. Any vehicle parked in the street after 1:00 am and prior to 5:00 am is in violation of the Rules and Regulations and is subject to being towed with no notice given.
2. Parking Permits
 - a. Parking permits will not be issued for any vehicle or recreational equipment specified in the Declaration of Covenants, Conditions and Restrictions of Oakhurst Reserve, Article IX, Section 9.18 "Vehicles and Recreational Equipment."
 - b. Parking permits must be requested from the management company at least 2 business days in advance.
3. Vehicles that are not regularly used may not be kept on the driveway. All such vehicles, especially if they have covers, will be required to be kept in the garage at all times.
4. Trash can/containers must be returned to the enclosed garage or behind an approved fence after each pick up. Cans or containers may not be kept outside the home, either in front or on the side of the home, at any time, except during pick up days.

V. Amendments

Amendments may be made to this document at any scheduled meeting of directors by a majority vote of the Board of Directors.

VI. Ratification

These standing rules shall become effective upon approval by a majority vote of the Board of Directors.