

**WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES & PROCEDURES**

FILE: G-002-3

UPDATED: June 13, 2017

DATE: August 17, 2009

SUBJECT: Garage/Yard Sales

COMMITTEE: General – Board of Directors

REFERENCE:

Articles of Incorporation of Woodlake Village HOA, recorded April 20, 1984; Supplementary Declaration of Covenant, Conditions and Restrictions, Article IV, Section 1, recorded December 10, 1984; and Amended By-Laws of the Woodlake Village HOA, Article VIII, Section 1 (a) and (c), recorded May 30, 2000.

BACKGROUND:

No specific regulation exists concerning garage/yard sales. This policy and procedure was established to provide guidelines.

POLICY:

- Garage/yard sales are not generally permitted in Woodlake Village.
- Two garage/yard sales are allowed yearly sponsored by the Social Committee in which all residents can participate. The garage/yard sales are limited to resident's personal effects. The garage/yard sales are to be held in the homeowner's garage or driveway. No items should be placed on the roadways. A small fee will be charged in order to pay for advertising.

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UPDATED: June 13, 2017
DATE: August 17, 2009

SUBJECT: Garage/Yard Sales

- Residents selling their house can have a garage/yard sale of their own personal effects. This sale shall be limited to one-day. Residents should obtain permission from the Social Committee for this sale day. Signs may be posted on the Village Bulletin Boards not to exceed dimension size of 8 1/2x 11 inch and should be removed the day following the sale.
- No signboards of any description shall be displayed on any lot except for "For Sale", "For Rent" and one-day garage/yard sale if the homeowner is selling or moving and the sale is not in conjunction with the bi-annual garage/yard sale sponsored by the Social Committee. The sign may be posted only on the day of the sale and must be removed that same day. (Supplemental Declaration of Covenants, Conditions & Restrictions #10).
- No other garage/yard sales are permitted in the Village.
- Parking will be consistent with Horry County traffic rules and regulations.

PROCEDURE:

- The Social Committee shall establish dates for the bi-annual sales and provide advertising in the local newspapers and Village Voice.

**WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES & PROCEDURES**

FILE: G-003-1
UPDATED: June 13, 2017
DATE: December 17, 2007

SUBJECT: Terms of Non-Director, Committee Chairperson

COMMITTEE: General – Board of Directors

REFERENCE:

Amended By-Laws of the Woodlake Village HOA, recorded May 30, 2000

- (1) Article VI Directors
- (2) Article VIII Section 1(h) Powers of Board of Directors
Section 2(b) Duties of Board of Directors
- (3) Article IX Section 3 Officers and Their Duties – Term
- (4) Article X Committees

BACKGROUND:

The Board of Directors from time to time may need to create committees or projects that need a non-director or committee chairperson. Members of the Board are not eligible. Appointment of a non-director or committee chairperson will be administered using this policy.

POLICY:

- Board members are elected in accordance with the requirements of reference (1).
- At the first meeting after the annual meeting, the Board elects the Officers of the Association per reference (3) Section 2.
- Non-director Committee Chairpersons (Officers) are appointed for one year term per reference (4).

**WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
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FILE: G-003-1
UPDATED: June 13, 2017
DATE: December 17, 2007

SUBJECT: Terms of Non-Director, Committee Chairperson

PROCEDURE:

- At the first organizational meeting after the election of officers at the Annual meeting, the first order of business is to establish the Chairperson for the Committees not filled by the Directors.
- Board concurrence should be obtained at this meeting for the selection of new Chairperson(s) or reappointment of the current Chairperson(s). Prior acceptance by the nominee should be obtained. Written notification of the appointment should be made as well as referenced in the meeting minutes.

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1-3-19

**WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES & PROCEDURES**

FILE: G-004-2
UPDATED: June 13, 2017
DATE: November 16, 2009

SUBJECT: Village Voice Policies

COMMITTEE: General – Board of Directors

REFERENCE:

Articles of Incorporation of Woodlake Village HOA, recorded April 20, 1984; Supplementary Declaration of Covenant, Conditions and Restrictions, Article IV, Section 1, recorded December 10, 1984; Amended By-Laws of the Woodlake Village HOA, Article VIII, Section 1(a), recorded May 30, 2000.

BACKGROUND:

In the past, the Editor(s) have been asked to run numerous articles, which in the view of the Staff were out of the realm of the Village Voice. Since the Homeowner's Association finances the Village Voice, it was requested that the Board of Directors formulate their policies as to what should be included in the paper.

POLICY:

- All items edited and published will be done so within this current Policy unless specifically directed by the HOA Board President. This policy will be reviewed and updated annually.

**WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
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FILE: G-004-2
UPDATED: June 13, 2017
DATE: November 16, 2009

SUBJECT: Village Voice Policies

if needed, at the HOA Board transition meeting. If there are any changes to the Policy, they will be discussed with the Editor in advance of an effective date and agreed upon changes will be published and submitted to the current Village Voice Staff in advance of the April issue input cutoff date, typically the 23rd calendar date of March, or as soon as practicable thereafter.

- Generally, items can be carried under a by-line i.e., Party line, Social Club, Current Events, President's Desk, etc. rather than stand alone items.
- Public Service announcements from outside agencies may be published. But, announcements of commercial or religious events will not be published with one exception:
 - a. Articles and/or pictorial representations of religious symbols will be published with the prior Board of Directors approval. Such articles and representations will be submitted at the Board meeting prior to publication and must be ready for submission with the approval to the Village Voice Editor by the 23rd of the month.

MD
1-3-19

**WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES & PROCEDURES**

FILE: G-004-2

UPDATED: June 13, 2017

DATE: November 16, 2009

SUBJECT: Village Voice Policies

- **Board of Directors Relations:**
 - a. **Board meeting minutes will be reported in abbreviated form. The article will be prefaced by a statement that is not the official record.**
 - b. **Names will be omitted unless pertinent as decided by the Editor(s).**
- **Homeowner names will be omitted unless appropriate to the article. Sensitive or offensive information will be referenced with a Lot number only. Any doubt about the appropriateness of including a homeowner name must be approved by the HOA President.**
- **Controversial subjects may be reported but the paper will not take a position, either pro or con. All sides will be reported objectively.**
- **Copyright protection: Republishing articles must reference the author, source, date and page to properly acknowledge the original publication. Reprint rights must appear at the bottom of the input.**
- **Advertisements will be taken from commercial sources only.**
- **Paper is distributed to residents only. Non-resident owners shall be charged the current printing and mailing cost if they want the paper.**

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1-3-19*

**WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES & PROCEDURES**

FILE: G-004-2

UPDATED: June 13, 2017

DATE: November 16, 2009

SUBJECT: Village Voice Policies

PROCEDURE:

- All Village Voice input shall be sent to the Editor(s) or composer for typing. When the paper is assembled, the Editor(s) shall determine if the items meet the criteria established in this Policy guide. Composers may contact the Editor(s) prior to typing if they are concerned with the content of the item.
- Item content that cannot be resolved by the Village Voice Staff will be referred to the Board of Directors for guidance.
- The Board may include any item it deems necessary or have certain Committee information reported monthly i.e., Architectural Committee report of approved work and description of work.
- All input to the Editor(s) shall be on hand by midnight on the 23rd of each month.
- All articles or items shall have an identified resident name either in the by-line or at the end of the article/item. No input will be accepted on an anonymous basis.

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1-3-1*

**WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES & PROCEDURES**

FILE: G-005-3
UPDATED: June 13, 2017
DATE: December 17, 2007

SUBJECT: Bulletin Boards
COMMITTEE: General – Board of Directors

REFERENCE:

Articles of Incorporation of Woodlake Village HOA, recorded April 20, 1984; Supplementary Declaration of Covenant, Conditions and Restrictions, Article IV, Section 1, recorded December 10, 1984; Amended By-Laws of the Woodlake Village HOA, Article VIII, Section 1 (a) and Section 2(g), recorded May 30, 2000.

BACKGROUND:

The five (5) bulletin boards located throughout the Village were installed by the Homeowner's Association for the purpose of keeping the residents informed of activities in the Village and of non-commercial activities of interest in the surrounding areas.

POLICY:

- The bulletin boards are for announcements of Village activities and events. When space is available, residents may post advertisements of personal property sale items, wanted items, and local announcements of events that may be of interest to residents.

NTD
1-3-19

**WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES & PROCEDURES**

FILE: G-005-3

UPDATED: June 13, 2017

DATE: December 17, 2007

SUBJECT: Bulletin Boards

- Commercial advertisements, solicitations, and political campaign material are not permitted on any of the bulletin boards.
- When space on the bulletin boards is at a premium, articles will be removed by the Social Committee Chairperson or the Board of Directors appointed representative to make room for more current information using the following priority routine (least important to most important f to a):
 - a. Board of Directors business
 - b. Social Committee Activities
 - c. Various Club activities
 - d. Other Village activities
 - e. Items for sale (must be resident's personal property)
 - f. Local service group activities, church programs, community activities, etc.
- When residents place advertisements for personal property sale items on the bulletin boards, the following rules shall be followed:
 - a. Size: No larger than one half of an 8 1/2" x 11" page.
 - b. All advertisements will be removed on the 20th of each month for inclusion in the Village Voice.
 - c. No advertisements may remain or be reposted after it has been on the board for 30 days (Date of posting must appear on ad).
 - d. Advertisements must be secured with stick pins, no staples allowed.

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**WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
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FILE: G-005-3

UPDATED: June 13, 2017

DATE: December 17, 2007

SUBJECT: Bulletin Boards

- e. At the bottom of the advertisements, it should clearly indicate that it was posted by a Woodlake Village resident or it will be removed.
- Advertisements placed by a resident for local service groups, church programs, and community activities shall be no larger than an 8 1/2" x 11" page.

PROCEDURE:

- Any resident may place a notice on the bulletin boards that conforms to these Policy requirements (above).
- Postings should not be made any sooner than about two weeks before the activity, event or personal property sale, and shall be removed the day following it.
- Commercial notices found on the bulletin boards should be removed by the resident and referred to the person responsible for Village Voice commercial advertisements. This person shall notify the unsolicited advertiser of the rules governing the use of the bulletin boards and advise them of the commercial advertising section in the Village Voice.

DEFINITIONS:

- **Commercial advertisement:** Any promotion of a service or product that has an associated charge for materials and/or labor recognized as a "for profit" organization.

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1-3-19*

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**WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES AND PROCEDURES**

FILE: G-006-2
UPDATED: June 13, 2017
DATE: August 17, 2008

SUBJECT: Guests, Friends & Family (Defined)

COMMITTEE: General – Board of Directors

REFERENCE:

Supplementary Declaration of Covenant, Conditions and Restrictions, Article IV, Section 2(c), recorded December 10, 1984; Amended By-Laws of the Woodlake Village HOA, Article VIII, Section 1(a), recorded May 30, 2000; "Clubhouse Use and Schedule", and the most current "Swimming Pool Rules and Regulations".

BACKGROUND:

Guests, friends and family have not been clearly defined nor uniformly applied to all facilities.

POLICY:

Only residents of Woodlake Village and their guests, friends and family may use the Woodlake Village Common Grounds facilities, which include the Clubhouse, Swimming Pool, Tennis Courts, Pickle Ball Courts and Shuffleboard Courts.

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FILE: G-006-2
UPDATED: June 13, 2017
DATE: August 17, 2009

SUBJECT: Guests, Friends & Family (Defined)

- All invited people must abide by the currently published HOA Rules and regulation including posted "Swimming Pool Rules and Regulations.

DEFINITIONS:

Friends and Family: Are guests of a Woodlake Village Resident.

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