WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES AND PROCEDURES

FILE: G-007-3
UPDATED: June 13, 2017
DATE: August 17, 2009

SUBJECT: Violation Fines

COMMITTEE: General – Board of Directors

REFERENCE:
Articles of Incorporation of Woodlake Village HOA, Article V;
Amendment to Articles of Incorporation, Article V (f)(g) and repeated
(f)(g), recorded April 20, 1984; Declaration of Covenant, Conditions
and Restrictions, Article XIV, Section 1, recorded December 10,
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(i), recorded May 30, 2000.

BACKGROUND:
In the past a small number of residents have not followed the
Woodlake Village Declaration of Covenants, Conditions and
Restrictions, By-Laws, nor Policies and Procedures. The Board of
Directors voted in favor of issuing this Policy to specifically define the
fines for violations of the Covenants and By-Laws as it is empowered
to do so per the referenced documents. Fines are intended to be an
inducement for homeowners to abide with the standards set forth in
the Woodlake Village Declaration of Covenants, Conditions and
Restrictions, By-Laws, and established Policies and Procedures.
WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES AND PROCEDURES

FILE: G-007-3
UPDATED: June 13, 2017
DATE: August 17, 2009

SUBJECT: Violation Fines

POLICY:

- The Declaration of Covenants, Conditions, and Restrictions and the By-laws give the Woodlake Village Board of Directors the power to enforce the rules and regulations of the Woodlake Village Homeowners Association.
- Fines can be levied and collected in the case of violations of the Declaration of Covenants, Conditions, and Restrictions and the By-laws.
- Fines (penalties) that are deemed necessary by the Board of Directors are treated like other assessments for purpose of collection.
- The Board reserves the right to require homeowners to correct any violation if it finds the violation is inconsistent with the neighborhood.

PROCEDURE:

1. Homeowners are required to obtain an approved application form (see attached sample) from the Architectural Committee before initiating any exterior work as set forth in the Covenants, By-Laws, and Policies and Procedures. This form will be issued when the Committee approves the submitted application. Work commenced before the application form has been approved
and issued to the homeowner will result in an automatic $100.00 fine. The Board Liaison will report violator(s) to Property Management requesting that certified letters be sent promptly to notify owners that the fine is due and payable within 45 days using the attached form.

2. The Architectural Committee Chairperson shall notify its Board Liaison, prior to the next Director’s meeting of any violations. The Board Liaison will then inform all Board members so they may observe the violation prior to the meeting at which the Board of Directors will define the violation, action required, and appropriate fine for it, if any.

3. The Board will direct Property Management to promptly prepare a letter stating the infraction, date infraction noticed, time period allowed to correct a correctable violation – correction period end date, amount of fine to be imposed if violation is not corrected, notification of the restriction of voting rights and use of facilities, and that the fine is due and payable within 45 days of the allowed correction period end date.

   a. No fine shall be less than $100.

   b. The fine for unauthorized removal of a tree shall be no less than $200.

   c. Fines for correctable infractions are due and payable within 45 days after the allowed correctable period ending date.

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SUBJECT: Violation Fines

d. For every 30 days that a correctable infraction remains uncorrected, the Architectural Committee Chairperson shall notify the Board Liaison who will inform the Property Manager of the non-compliance and authorize the original fine to be reassessed. Property Management shall promptly send a certified letter notifying owner(s) that the reassessed fine is due and payable within 45 days using the attached form.
e. For violations that cannot be corrected, the fine will be no less than $500.
f. Prior to mailing, a copy of the letter shall be forwarded to the Board Liaison for fact verification.
g. Upon receiving verification, Property Management will forward a certified letter to the owner and a copy of it sent to the Architectural Committee Chairperson and Board Liaison.

4. If any fines remain unpaid after the 45 day grace period, Property Management will place a lien against the property in the amount of the original fine, plus the costs of placing the lien, plus imposing a compound interest penalty at the rate of 1.50% per month, or fraction thereof, for so long as the lien is not paid in full. After the lien has been placed, Property Management will provide a copy of it to the Architectural Committee Chairperson and Board Liaison.
SUBJECT: Violation Fines
5. Voting rights and owner use of Woodlake facilities (Clubhouse, swimming pool, tennis court, pickleball court, shuffleboard court, library, or any common area) will be suspended for any period during which the fine remains unpaid after the initial 45 days.
6. Failure to pay fines and correct violations may result in additional fines and other legal action deemed appropriate by the Board.
7. The Board Liaison shall have full responsibility and authority for administering this Policy and Procedure including the preparation of a forthcoming fiscal Violation Fine Schedule for evaluation and approval at the annual Board Transition meeting.
WODDLake village homeoNers AssoCIAtion
policies and procedures

FILE: G-007-3
updated: June 13, 2017
Date: August 17, 2009

subject: Violation Fines

schedule of violation fines:

<table>
<thead>
<tr>
<th>Violation of the Declaration of Covenants, Conditions and Restrictions, By-Laws, Rules and Regulations</th>
<th>Violation Fine Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum fine each occurrence not to exceed 10 for a series of violations arising from the same set of transactions or occurrences</td>
<td>$100.00 Max $1,000</td>
</tr>
<tr>
<td>Remove tree(s) without Architectural Control or Board approval</td>
<td>Minimum $200.00 each</td>
</tr>
<tr>
<td>Begin property repair, improvement or addition construction without Architectural Control Committee or Board approval</td>
<td>$100.00 Max $1,000</td>
</tr>
<tr>
<td>Violation of 55+ age restriction</td>
<td>$125 per week</td>
</tr>
<tr>
<td>Violations that can not be corrected</td>
<td>Minimum $500</td>
</tr>
<tr>
<td>Leasing Violations</td>
<td>Minimum $100 Maximum $500 Per week</td>
</tr>
</tbody>
</table>

Attachment: Fines Follow-up Time Line form
WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES AND PROCEDURES

FINES FOLLOW-UP TIME LINE

Name: ____________________________ Lot#: __________

Address: __________________________

Description of Infraction

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date Board of Directors Verified Infraction: ___ / __ / _____

Date Action Approved by Board of Directors: ___ / ___ / _____

Date Reported to Property Manager: ___ / ___ / _____

Date Certified Letter Sent: ___ / ___ / _____

Date Certified Letter Received: ___ / ___ / _____

+------------------------------------------------------------------------+

ACTION SCHEDULE

30 days after homeowner receives letter ___ / ___ / _____ the Board Liaison
will check that homeowner has made the required correction. Correction made?
YES: check with Property Manager that fine has been paid, when paid notify Board
and close file.
NO: authorize reassessment of fine & notify Property Manager to send certified letter.
Track every 30 days.
45 days after homeowner is assessed fine ___ / ___ / _____, Fine paid?
YES: notify Board and close file.
WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES AND PROCEDURES

NO: notify Property Manager to place lien against property assessing the accum cost and interest at rate of 1.5% per month. Notify Board to rescind voting rights and use of facilities. Liaison will establish a follow-up file and review it monthly until the property lien is satisfied.
WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES & PROCEDURES

FILE: G-008-2
Also see G-010-1
UPDATED: June 13, 2017
DATE: August 17, 2009

SUBJECT: Parking on Common Ground Property

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:
Common ground properties are not intended for all-day or overnight parking of vehicles or equipment including automobiles, recreational vehicles, and trailers. Abuse of this practice, particularly at the Clubhouse parking lot and mailbox parking areas, requires a written policy.

POLICY:
1. At no time shall any type of vehicle, including automobiles, recreational vehicles, trailers, golf carts, motorcycles, etc., be permitted to be parked on any non-paved area of any common ground property.

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WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES & PROCEDURES

FILE: G-008-2
Also see G-010-1
UPDATED: June 13, 2017
DATE: August 17, 2009

SUBJECT: Parking on Common Ground Property

2. Automobiles, recreational vehicles and trailers, owned and operated by a resident are not permitted to be parked all day or overnight on any paved area of common ground property, except for six reserved spaces as authorized by the HOA President who will provide the homeowner with a "Long Term Clubhouse Parking Authorization Form". The "Long Term Clubhouse Parking Authorization Form" must be placed on the dashboard indicating homeowners name, address, phone number, and start and end dates.

3. Parking in mailbox areas, for other than picking up mail, is prohibited.

4. Commercial vehicles shall not be allowed to park overnight on any paved or non-paved common ground property unless it is necessary for the completion of any maintenance that has been approved by the Board of Directors.

5. Recreational vehicles and automobiles belonging to house guests who are visiting residents may be parked overnight in designated areas of the Clubhouse paved parking lot subject to the following restrictions:
   a. for a maximum period of three (3) days.
   b. not to be repeated for the same registered vehicle within a 30 day period.
   c. vehicle must be locked and not occupied.
   d. overnight occupancy is prohibited.
   e. resident informs the Board of Directors of the intent to park visitors’ vehicle.
WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES & PROCEDURES

FILE: G-008-2
Also see G-010-1
UPDATED: June 13, 2017
DATE: August 17, 2009

SUBJECT: Parking on Common Ground Property

f. identification must be placed in the windshield, visible from the outside, and contain the name, address and telephone number of the resident being visited.
g. the areas in the vicinity of the mailboxes and the clubhouse entrance will not be used for this type of overnight parking.

PROCEDURE:
1. Vehicles found to be in violation of this Policy shall be subject to being towed from the common ground area at the owner’s expense.
2. A violation of this Policy as determined by a Board consensus will result in implementing Policy G-007, “Violation Fines”.
3. The HOA Secretary will maintain a current list of authorized long term parking and provide all Directors with updated information as changes occur.

DEFINITIONS:
• Recreational Vehicle: shall include all classes of motor homes and travel trailers.
• Trailer: shall include mobile homes, towable recreational trailers, mobile house trailers on or off wheels, and towed trailers carrying boats or equipment.
WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES AND PROCEDURES

FILE: G-010-1
UPDATED: June 13, 2017
DATE: December 17, 2007

SUBJECT: Vehicle Parking

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:
Language did not limit parking on homeowner's lot to the paved areas. Residents of the Village and guests who have parked vehicles on homeowner's unpaved areas have necessitated this policy.

POLICY:
• At no time shall any type of vehicle, including automobiles, recreational vehicles or trailers, golf carts, motorcycles, etc. be permitted to be parked on any non-paved area of any lot.

PROCEDURE: None

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WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES & PROCEDURES

FILE: G-011-0
UPDATED: June 13, 2017
DATE: December 17, 2007

SUBJECT: Board of Directors Annual Transition

COMMITTEE: General


BACKGROUND: The referenced documents provide for the perpetual existence of the Woodlake Village Homeowners Association, but do not define the process for the annual transition from retiring term Board of Directors to the incoming Board of Directors. This policy establishes the guidelines for a smooth transition of documents and vital information to assure that the new Officers and Committee Chairpersons have the basic means for immediately continuing ongoing duties and assignments.

POLICY:

• Upon election of the incoming Directors, the retiring HOA Board of Directors shall hold a special Board meeting for the purpose of preparing the new Officers to assume their ongoing duties and assignments.
WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES & PROCEDURES

FILE: G-011-0
UPDATED: June 13, 2017
DATE: December 17, 2007

SUBJECT: Board of Directors Annual Transition

• Similarly, upon appointment of Committee Chairperson, the new term President will hold a transition meeting of the retiring Chairperson with the incoming Chairperson.

PROCEDURE:

• The Board of Directors Secretary will prepare the annual transition meeting agenda.

• The Board of Director's transition meeting will be conducted by the outgoing President as two separate sessions.
  1. The retiring Directors will pass to the new Directors all files and their copy of the Woodlake Village Policy and Procedures manual and will discuss ongoing issues, projects and programs that pertain to the new Officer's duties and responsibilities.
  2. After the separate Officers transition meetings, the Officers will reassemble with the retiring Board to discuss ongoing issues, projects and programs that pertain to the new Board's broad duties and responsibilities.

At the conclusion of the transition meeting the outgoing President will pass the gavel to the incoming President thereby formally transferring all duties and responsibilities.
SUBJECT: Board of Directors Annual Transition

PROCEDURE (continued):
- The new term President will hold a transition meeting of the retiring Chairpersons with the incoming Chairpersons soon after the appointment is made.
  1. The retiring Chairpersons will pass to the new Chairpersons all files and will discuss ongoing issues, projects and programs that pertain to the new Chairperson’s duties and responsibilities.

DEFINITIONS: None
WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES & PROCEDURES

FILE: G-012-0
UPDATED: June 13, 2017
DATE: February 18, 2008

SUBJECT:  Board Meetings – Teleconferencing

COMMITTEE:  General – Board of Directors

REFERENCE:
Amended By-Laws of Woodlake Village HOA, Article VII “Meetings of Directors”, Sections 1 through 5, recorded May 30, 2000; Minutes of the Executive Session of the Board of Directors, November 6, 2007.

BACKGROUND:  There is no provision in the By-Laws for teleconferencing Board members into a regular or special Board meeting. Due to an increase in the number of Directors that travel extensively and the expressed desire to participate fully as an active Board member whenever possible, the Board of Directors established this Policy & Procedure for teleconferencing traveling Board members into Board meetings.

POLICY:
- This Policy became effective November 17, 2007. It authorizes traveling Board members to teleconference into Board meetings with full participation including the making, seconding and voting on voice motions and providing for proxy voting to the Secretary or Assistant Secretary when teleconferencing is not possible.
WOODLAKE VILLAGE OWNERS ASSOCIATION
POLICIES & PROCEDURES

FILE: G-012-0
UPDATED: June 13, 2017
DATE: February 18, 2008

SUBJECT: Board Meetings - Teleconferencing

PROCEDURE:

• The Secretary, President or presiding officer will set-up the teleconferencing equipment.
• The traveling Board member will call into the Clubhouse and join the meeting using his/her full name for recording as "present" into the minutes.
• The presiding officer will announce the names of those members who have joined the meeting via telephone and announce that all rights and privileges are extended to the Board members that teleconference the meeting as if in attendance.
WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES AND PROCEDURES

FILE: G-013-1

UPDATED: June 13, 2017
DATE: February 17, 2014

SUBJECT: Board Election Process & Procedure

COMMITTEE: General – Nominating

REFERENCE:
Amended By-Laws of Woodlake Village HOA, Article VI “Board of Directors”, Sections 3 through 6, and Article X “Committees”, recorded May 30, 2000, Minutes of the Executive Session of the Board of Directors, November 6, 2007.

BACKGROUND: There is no provision in the By-Laws detailing the process and procedure for nominating and electing members to the Board of Directors.

POLICY:
- This Policy became effective April 21, 2008. It outlines the process and procedure for nominating candidates that starts with appointing the Nominating Committee at the Board meeting held the third Monday of December each year and ends with counting the written ballots and proxies to determine the newly elected Board member(s) at the Annual Meeting of Members held the third Thursday of each March.

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WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES AND PROCEDURES

FILE: G-013-1
UPDATED: June 13, 2017
DATE: February 17, 2014

SUBJECT: Board Election Process & Procedure

Process and PROCEDURE:

- **November**: The sitting Secretary will advise the President that a Nominating Committee must be appointed at the December Board meeting. The President will conduct a search for committee members and prepare a list of potential candidates for Board appointment.
- **December**: The President will submit the list of candidates and recommend one of them, who previously agreed to serve, as Chairperson. The Board will vote to approve the Nominating Committee members and the Chairperson. The Property Manager will outline the three-month process for announcing the election, mailing of the candidate(s) biography and ballots, receiving the ballots and proxies, and counting the ballots/proxies to determine the newly elected Board members at the March Annual Member's Meeting. The Nominating Committee Chairperson will submit an announcement for publication in the January Village Voice stating (1) purpose for the Nominating Committee, (2) solicitation of candidates to apply for Director nomination, (3) a “Call for Candidates” will be mailed to all homeowners in January, and (3) an announcement of Annual Meeting and Proxies will be mailed in February.
WOODLAKE VILLAGE HOMEOWNERS ASSOCIATION
POLICIES AND PROCEDURES

FILE: C-013-1
UPDATED: June 13, 2017
DATE: February 17, 2014

SUBJECT: Board Election Process & Procedure

• January: (1) The Property Manager will mail a “Call for Candidates” announcement to all homeowners.

(2) The Nominating Committee Chairperson will notify the Social Committee Chairperson to plan refreshments and seating at the Annual Meeting scheduled for the third Thursday of March at 10:00AM.

February: The Property Manager will mail a “NOTICE” to all homeowners announcing the Annual Meeting date and providing a proxy form for voting on candidates that have applied for Director nomination.

• March: The third Thursday...

(1)8:30AM: The Social Committee will set-up the meeting with refreshments in the Clubhouse hall, tables for the Board at the head of the meeting room, and chairs for 60 homeowners. Board members will assist with the set-up.

(2)9:00AM: The Property Manager and associates will set-up a reception table to accommodate registration of attending homeowners, register them, receive proxies (if any), and provide nametags. Each Board member will be provided a “BOARD OF DIRECTORS PACKET” containing the meeting AGENDA, MEETING PROCEDURE, MINUTES of the prior year Annual Meeting, current “Summary of Arrears Report”, and current
SUBJECT: Board Election Process & Procedure

WOODLAKE DIRECTORY. Also provided will be the Years Ending FINANCIAL STATEMENTS.

(3) 10:00AM: The current term HOA President will preside over the Annual Meeting using the Property Manager’s provided Agenda and meeting Procedure.

(4) AFTER MEETING ADJOURNMENT: Current term HOA President will call for a Director’s Transition Meeting, Policy and Procedure G-011.