BELLA VISTA
PROPERTY OWNERS ASSOCIATION

Rules & Regulations Committee
March 13, 2025, at 1:30 p.m.
Boardroom and via Livestream

Agenda

I. Call to Order
II. Approval of minutes from the January 9th meeting.
III. Policies Under review
   i Policy 1.01 - *Member Access to Association Information*
   ii Policy 1.04 - *Joint Advisory Committee*
IV. Open Forum – Comments are limited to three minutes per property owner.
V. Response to Open Forum
VI. Next Meeting Date
VII. Adjournment

BELLA VISTA PROPERTY OWNERS ASSOCIATION
RULES AND REGULATIONS COMMITTEE MEETING
JANUARY 09, 2025, AT 1:30 P.M.
BOARDROOM AT THE COUNTRY CLUB AND LIVESTREAM

COMMITTEE MEMBERS PRESENT: Committee Chair Portillo, Director Barron, Director Hendren

COMMITTEE MEMBERS ABSENT: Director Gain

PROXY:

OTHERS PRESENT: Chief Executive Officer Tom Judson, General Counsel Doug McCash, and Corporate Secretary Jessica McCrary

Please use the January Rules and Regulations Meeting Video to view the Policies presentation.
https://youtube.com/live/fLwkSmA1KFY

I. Approval of the October Minutes

Director Barron made a motion approving the October 10th minutes. Director Hendren seconded. The motion was unanimously in favor.

II. Policies Under Review

a. **Policy 1.01 -** Member Access to Association Information
Director Barron made a motion approving the suggested changes to Policy 1.01, and to move forward for a Board vote. Director Hendren seconded. The motion passed in favor, 3 to 0, with Director Gain absent.

b. **Policy 2.07 -** Board Election and Political Candidates use of Facilities
Director Hendren made a motion approving the suggested changes to Policy 2.07, and to move for a Board vote. Director Barron seconded. The motion passed in favor, 3 to 0 with Director Gain absent.

c. **Policy 3.08 -** Request for the Use of Common Property
The Director Barron made a motion approving the suggested changes to Policy 3.08, and to move forward for a Board vote. Director Hendren seconded. The motion passed in favor 3to 0, with Director Gain absent.

III. Open Forum

None

IV. Response to Open Forum

None

The next Rules and Regulations Committee Meeting is March 13th at 1:30 pm.

Adjournment

Committee Chair Portillo adjourned the meeting at 2:15 p.m.

BELLA VISTA
PROPERTY OWNERS ASSOCIATION

From: Tom Judson, CEO

To: Board of Directors

Date: February 13, 2025

Subject: Policy 1.01 – Member Access to Association Information

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The below would be inserted between VII and VIII.

VII. Reasonable Request for Information

Members are encouraged to attend Board and Committee meetings to ask questions and have their concerns addressed. Members can also submit questions or concerns to the following email addresses:

info@bvvpoa.com, the email will be forwarded to the correct individual or department.

board@bvvpoa.com, with the email shared with all Board members.

ceo@bvvpoa.com, for the Chief Executive Officer.

The Board and Management team will endeavor to respond to emails from Members in a timely manner. Members are encouraged to be reasonable and respectful with their emails. If a Member does not receive a response to an email in a timely manner, the Member is encouraged to attend the next Board meeting to ask their questions or have their concerns addressed.

July 19, 2007
November 15, 2007
November 17, 2011
November 20, 2014
November 17, 2016
November 15, 2018

November 17, 2022
March 23, 2023

P 1.01

MEMBER ACCESS TO ASSOCIATION INFORMATION

PURPOSE:

To ensure that the spirit of Bylaw IV.3.F. is followed, thereby ensuring that Members shall be advised of the performance of its Board and management. To also advise the Members of the decisions that are reached and policies adopted on behalf of the Association and its Members. This policy will ensure that Members have appropriate access to information and proceedings of their Association, consistent with the right and need to know, while still enabling the Association to conduct its business and operations to the best advantage of its Mem hers.

I. MEETINGS OF THE ASSOCIATION BOARD

1. All Board meetings shall be announced as far in advance as practical.

2. Work sessions, regular meetings, and special meetings of the Board which conduct the business of the Association shall be announced to the Members and open to all Members. All formal actions of the Board shall occur only in these meetings, except for those occurring in Executive Session (see 1.3 below). The minutes of such work sessions, regular meetings, and special meetings shall be accessible to Members.

3. The Board will hold an Executive Session at the call of the Chairperson, the request of the Chief Executive Officer/President, or upon the written request of at least three members of the Board. Executive Sessions are normally used for Association personnel issues, membership discipline, legal issues, and/or other sensitive issues or topics of which the Board needs to be informed or topics on which the Board may need to give direction. Each Director shall be notified of an Executive Session as far in advance as practical. The Corporate Secretary may attend an Executive Session for the purpose of taking minutes. Formal actions by the Board of Directors may be taken in Executive Session subject to the normal quorum and voting requirements.

Executive Sessions are closed meetings and all minutes of such meetings, the materials used in such meetings, and the discussions occurring in such meetings, shall be kept and remain confidential. The subject of our general topics discussed at Executive Sessions shall be reported normally at the next regular meeting of the Board. Any action taken by a vote of the Board at an Executive Session shall be reported normally at the next regular Board meeting to include each individual Director's vote on the topic or by a confirming roll call vote.

4. Work sessions of the Board will be open meetings. Formal actions normally will not be taken at such sessions.

5. The Board may hold discussion sessions that will normally not be open to others. No formal action may be taken at such sessions and minutes will not be recorded.

II. COMMITTEE MEETINGS

1. All Association Committee meetings shall be announced as far in advance as practical.

2. Meetings of the Elections, Audit, and Charitable Giving Committees will normally be closed meetings.

3. Meetings of Joint Advisory Committees will be open, and minutes will be accessible to Members. Sub-committee meetings developing recommendations for the full committee may be closed and no minutes of the meeting are required.

4. Meetings of Special or Ad Hoc Committees and Task Forces will normally be open but may be closed at the discretion of the committee chairperson. All recommendations resulting from such committee meetings will be accessible to Members. If the meeting is closed to Members, no minutes will be taken of the meeting.

5. The schedule of all Association meetings, whether open or closed, shall be made widely available in a timely manner. The agendas of all Board meetings shall be widely accessible in a timely manner and as far in advance of such meeting as practical.

III. OTHER MEETINGS

1. Meetings of Association staff, Management, or Directors with other organizations shall be closed, unless mutually agreed to be open.

2. Meetings of Association staff or Management shall not be open unless an exception is made by the Chief Executive Officer.

IV. PRESS ACCREDITATION

For the purpose of assisting in the dissemination of information to the Members, the Chief Executive Officer is empowered to provide media organizations with the same access to Association meetings and information as a Member.

V. DOCUMENTS

1. Any document distributed at an open meeting of the Board, an open meeting of a Board Committee, an open Special meeting, a Joint Advisory Committee, or an Ad-Hoc Committee or Task Force shall be deemed an open document and therefore available to the Members. Whenever feasible, copies of such documents shall be made available to attendees at such meetings.

2. "Books and Records" as cited in Bylaw IV.3.F are defined herein as official Association reports, both financial and otherwise, including documents distributed in accordance with item V.1 above. They shall be made accessible to Members electronically and at the Association general offices during normal working hours. Books and Records shall be made electronically available at www.bvvpoa.com. Members desiring personal copies of such documents shall be required to pay for the cost of producing copies, except if such should have been available at an open meeting.

3. Working papers prepared by Association staff or Directors normally will not be available to the Members unless they are presented at open meetings (see V.1 above).

4. While financial reports shall be made accessible to Members (see V.2 above), background documentation and accounting files normally will not be made available to other than Association staff or Directors.

5. Most contracts executed by the Association shall be open to inspection by the Members. Excluded will be personnel-related contracts and those that have non-disclosure provisions or other legally sensitive information, as determined by the Chief Executive Officer in conjunction with the Association's General Counsel.

6. The Association shall not be required to uniquely compile information for a Member unless agreed to by the Chief Executive Officer or the Board. Complying with requests by committees for unique compilations must be approved by Management.

7. Communications between or among Directors, Association staff, or committee members shall be considered private and not accessible to Members, regardless of whether such documents exist in electronic or hard-copy form.

8. Personal information, including the wages or salary of individual Association staff, shall be confidential.

9. The Chief Executive Officer or the Chairperson of the Board may, at their discretion, permit a confidential document to be made available to Members.

VI. MEMBERSHIP LISTS

Lists of Members are to be used for Association business only. Such lists will not be distributed to Members or to other parties. However, the Association may make a list of Members available for inspection if the requesting party can demonstrate a proper purpose for such a request. In accordance with a court case filed in 2009, the Association will review the request to determine if a proper purpose has been demonstrated. The list will contain the Members' names and addresses but will not contain email addresses or phone numbers. Such information will never be sold to a third party.

VII. ATTORNEY-CLIENT RELATIONSHIP

l. The Association will follow the normal practice of attorney-client privilege with its General Counsel and with outside counsel. This includes written and oral advice and opinions rendered to the Association, Management, its staff, and the Board, which shall be confidential unless released by the Association at its discretion. Directors shall be considered part of the client body and shall have confidential access to such advice and opinions.

VIII. ENFORCEMENT

l. If any member of the Association staff, Management, or the Board violates the provisions of this policy, the Board shall commence any applicable process to discipline such person.

JOINT ADVISORY COMMITTEES

PURPOSE:

To provide for the creation, functioning, and delineation of areas of responsibility for Joint Advisory Committees (JACs).

I. JOINT ADVISORY COMMITTEE DUTIES

It is the duty of each committee to discuss, analyze and propose solutions for problems and opportunities within its area of concern and to make recommendations to Management or the Board. The committees have no authority on their own. Matters for study may originate with the committee, a Member, or be suggested by Management, the Board, or the Board liaisons. Issues for study that may be outside of a JAC's normal area of concern must first be approved by the Board or Chief ~~Operating~~Executive Officer.

The JACs also serve as a sounding board for Members to express their concerns and suggestions, some of which may result in studies and recommendations.

II. APPOINTMENT OF COMMITTEE MEMBERS

1. Prospective committee members must indicate their interest to serve on a Joint Advisory C~~the e~~committee ~~and complete an application providing basic information and a background check authorization form. Convicted felons and those required to register as a sex offender may not serve on a Joint Advisory Committee. The application and background check authorization form can be found on the Association website or by contacting the Corporate Secretary. Prospective committee members may also elect to provide any supporting documents such as a resume or statement of interest to demonstrate their qualifications.~~ to the Corporate Secretary. The Corporate Secretary will ask the prospective committee member to fill out an application which will include a questionnaire with the following questions:

   a. What were two reasons that made you want to apply to serve on a Joint Advisory Committee?
   b. What makes you a good fit to serve on a Joint Advisory Committee?
   c. Identify how your experience might assist the Joint Advisory Committee in their efforts to enhance the lives of our Members?

2. The Corporate Secretary will forward the completed application from a prospective committee member to the respective committee ~~shair~~Chair, committee Vice Chair~~the Chief Executive Officer~~, and the Chair of the Board of Directors. The respective committee eChair, committee Vice Chair~~the Chief Executive Officer~~, and the Chair of the Board of Directors have the sole authority to ~~co~~either forward the application onto the respecti-ve committee or to reject an application, by majority vote.

3. Applications that have been forwarded to a respective committee, shall be voted upon by the committee, with majority rule to determine which applications will be accepted.~~Following the completion~~

~~of the background check, the application and supporting documents will be provided to the committee for consideration. The committee shall vote on appointments to the committee and shall forward such recommendations to the Board. The Board has the sole authority to approve or deny the recommendations with a simple majority vote of the Board. For new committees or committees where no current committee members exist, the Board Chairperson, with the simple majority approval of the Board, shall appoint new committee members.~~

43. Each committee member must be a Member in Good Standing.

54. The number of members on each of the JACs, shall be determined by the chairperson of each committee, in consultation with the Board Chairperson.

65. Appointments and any re-appointments to the committees are to be made by at least June, with terms to begin July 1st, with each term being three (3) years. If a committee member cannot complete the three (3) year term of service, the committee will follow the process outlined above in Section II.2. to appoint a replacement member.

7. No employee of the Association may be selected to serve on a JAC that is in their area of employment.

86. Committee members shall be limited to serving not more than two (2) successive terms on the same committee. An initial appointment as a committee member to serve the remainder of an unexpired term shall not count toward the two successive term limits.

III. LIAISONS

1. The Chief ~~Operating~~Executive Officer shall appoint a non-voting Association employee(s) to act as a liaison to each JAC. Liaisons shall provide current information to the committee concerning their division and be available for advice on matters of administration, operation, and planning.

2. The Board Chairperson shall appoint at least two (2) non-voting liaisons from the Board to each JAC. Liaisons shall provide current information concerning Association matters to the committee and be available for advice on matters of concern to the Board. They shall report to the Board concerning the work of the JAC.

IV. COMMITTEE OPERATIONS

1. Each committee will meet on a regular ~~schedule monthly~~monthly schedule. Exceptions may be made if agreed upon by a majority vote of the committee. The Board Chairperson, committee chairperson or the Chief ~~Operating~~Executive Officer may call a special meeting as needed.

2. At the first scheduled meeting in July of each year, the committee shall select a chairperson, vice chairperson, and secretary from its membership, who will serve in that capacity for a 12-month term. In the case of a mid-term opening, the committee shall appoint a replacement by a simple majority vote of the committee.

3. In order for the committee to conduct business, a quorum must be present (excluding proxies) at the meeting. A quorum is defined as a majority of appointed committee members, excluding liaison members. Committee members may, at their option, choose to provide a written, general or stipulated, proxy to another committee member to exercise their vote(s) in their absence.

4. Within ten (10) days of each JAC meeting, the committee shall provide a draft of the meeting minutes to the committee members for review and approval. Once approved, the minutes will be submitted in electronic format to the Corporate Secretary. The Corporate Secretary will ensure the approved minutes are posted to the Association's website within three (3) business days of receipt.

5. In accordance with Policy 1.01, JAC meetings shall be open to all Members. Sub-committee meetings developing recommendations for the full committee may be closed to the Membership.

6. The use of Association staff or other resources by a JAC may occur only with the prior approval of the Chief ~~Operating~~Executive Officer and Board Chairperson.

7. Each JAC shall provide an opportunity at each regular meeting for Members to express their concerns or suggestions. The committee chairperson has the option and may elect to limit Member input to not more than three (3) minutes.

8. Emails and email addresses collected or obtained from the Association by a JAC member are to be used exclusively for committee business only.

V. ORIENTATION

1. Each new committee member will be encouraged to attend an annual orientation for new members presented by the Chief ~~Operating~~Executive Officer. This presentation will include a general overall orientation of the budget process, the purpose of the JACs, and the role committee members play.

VI. REMOVAL OF COMMITTEE MEMBERS

1. Cause for removal shall include but not be limited to the following actions of a committee member:

a. Unexcused absence from four (4) regularly scheduled meetings within a twelve (12) month period.
b. Failure to follow appropriate Association policies and procedures.
c. Conduct detrimental to the committee or the Association.

2. Initiating action for removal of a committee member shall come from a majority vote of the committee. Initiating action for removal of a committee member may also be made by the Chief ~~Operating~~Executive Officer or the Board Chairperson.

a. The committee chairperson, Chief ~~Operating~~Executive Officer, or Board Chairperson shall prepare, in writing, a statement clearly identifying the offending action(s). A copy of the statement shall be provided to the committee member in question.
b. Written rebuttal of such statement(s) may be offered to the Chief ~~Operating~~Executive Officer or the Board Chairperson by the member in question or other members of the committee.
c. In a closed session, the Chief ~~Operating~~Executive Officer, the Board, and the committee chairperson if appropriate, shall consider the statement for cause and discuss whether removal is warranted and should be considered by the Board.

3. The Board may remove for cause any committee member by a two-thirds vote of all Directors.

VII. COMMITTEE RESPONSIBILITIES

1. Golf Committee
The committee provides advice and recommendations regarding all facets of the golfing operations and

facilities to the Board and Management. Each committee member is assigned a golf course for maintenance review monthly. If possible, on an annual basis, the committee will meet with a U.S.G.A. representative for a review of Association golf courses. The committee forwards any policy recommendations to the Board for consideration after interfacing with the Chief ~~Operating~~Executive Officer and Director of Golf.

2. Lakes Committee
The committee advises the Board and Management on matters pertaining to the recreational use of the lakes in Bella Vista. Responsibilities include observing and making recommendations concerning present and future uses of the lakes. The committee will also review all aspects concerning the lakes, including the ramps, docks, marinas, cleaning stations and seawalls. The committee will not review the beaches or the parks adjacent to the lakes, since these amenities are the responsibility of the Recreation Committee.

3. Recreation Committee
The committee assists in developing, updating and making recommendations to the Board and Management on all facets of the operation of recreational activities, trails and amenities operated by the Association. This pertains to all recreation activities other than Golf and Lakes but does include beaches and parks adjacent to the lakes. The committee observes maintenance conditions of facilities and evaluates the current facilities' needs. They also help plan for the future needs of Members in view of the changing demographics of the Association. Recommending activities to create an interest and participation in all phases of recreation is another area of this committee's ~~responsibilities~~responsibility.