BELLA VISTA
PROPERTY OWNERS ASSOCIATION

Rules & Regulations Committee
March 10, 2022, at 1:30 p.m. in the Boardroom at Country Club and via Zoom

Agenda

I. Call to Order
II. Open Forum – Comments are limited to three minutes per property owner.
III. Approval of Minutes for February 10, 2022
IV. Discussion on Policy 3.04 - *Guest Policies*
V. Discussion on Policy 1.03.2 - *Guidelines for Functioning of Election Committee*
VI. Discussion on Policy 8.14 - *Approval and Change of Job Scope Procedure for Capital Projects*
VII. Report from each committee member:

Group 1-Bylaws – assigned to JB Portillo
Group 2-Policies 1.00 through 2.04 - assigned to Mike Abb
Group 3-Policies 2.05 through 8.01 - assigned to Sandy Fosdick
Group 4-Policies 8.02 through 10.01 - assigned to Chair Barron

VIII. Next Meeting Date
IX. Adjournment

BELLA VISTA PROPERTY OWNERS ASSOCIATION
RULES AND REGULATIONS COMMITTEE MEETING
FEBRUARY 10, 2022, AT 1:30 P.M.
BOARDROOM AT THE COUNTRY CLUB

COMMITTEE MEMBERS PRESENT: Mike Abb, Jerre Barron, Jr., Sandy Fosdick and JB Portillo

COMMITTEE MEMBERS ABSENT: None

OTHERS PRESENT: Tom Judson, Joan Glubczynski and Corinne Morin

I. Call to Order

Committee Chair Jerre Barron, Jr. called the meeting to order at 1:30 p.m.

II. Open Forum

There were no member comment**s.**

III. Approval of Minutes

Committee Chair Barron called for a motion to approve the minutes from the meeting held on September 9, 2021. Mike Abb motioned to approve the September 9, 2021, minutes. JB Portillo seconded the motion. The motion passed unanimously.

Committee Chair Barron then called for a motion to approve the minutes from the meeting held on January 13, 2022. Mike Abb motioned to approve the January 13, 2022, minutes. JB Portillo seconded the motion. The motion passed unanimously.

IV. Assignments of Bylaws and Policies

Prior to this meeting each member of the committee was given a binder with the Bylaws and Policies for review. Committee Chair Barron stated that the review of the Bylaws and Policies would be broken down as follows:

Group 1-*Bylaws* would be reviewed by JB Portillo
Group 2-*Policies 1.00 through 2.04* would be reviewed by Mike Abb
Group 3-*Policies 2.05 through 8.01* would be reviewed by Sandy Fosdick
Group 4-*Policies 8.02 through 10.01* would be reviewed by Committee Chair Barron

After the assignments had been given out Committee Chair Barron asked the committee members if they had a chance to review their group prior to the meeting and if so, did they find any initial issues of concern. Each member discussed some areas of concern but agreed that they needed to be reviewed further. They also discussed the need to review the Bylaws and ensure they are consistent with the rest of the Governing Documents.

VI. Suggested changes to Policy 3.04-*Guest Policies*

Mr. Judson discussed the suggested changes to Policy 3.04-*Guest Policies* and explained the concerns and how this suggested change was brought to his attention. The committee members discussed the policy and the suggested change and unanimously agreed to move this issue forward to the Board of Directors General Meeting.

VII. Next Meeting Date

The next Rules and Regulations Committee Meeting will be held on Thursday, March 10, 2022, at 1:30 p.m. in the Boardroom of the Country Club.

VIII. **Adjournment**

Committee Chair Barron adjourned the meeting at 2:06 p.m.

December 13, 2007 P 3.04
March 20, 2008
December 8, 2011
September 19, 2013
November 20, 2014
March 16, 2017
June 25, 2020

GUEST POLICIES

PURPOSE:
To define the conditions under which non-members of the Association may be allowed access to Association amenities, at the then current guest rate, as applicable.

I. GUESTS

1. A guest is a person who is not a Member of the Association and who desires to have access to the Association amenities on a temporary basis.

2. There shall be four categories of guests permitted to have access to Association amenities:
   a. Those who are "sponsored guests" of a Member of the Association.
   b. Those who are "Association guests" by being sponsored by the Association. By virtue of its ownership of property, the Bella Vista Property Owners Association is a Member with the authorization to sponsor "Association guests."
   c. Those who qualify as "reciprocal guests" by virtue of being a member of one of the other Cooper Communities, Inc. ("CCI") developments covered by an agreement between the Association and CCI.
   d. Those who are "participant guests" by virtue of being invited/permitted to participate in a specific Association-sponsored or Association-sanctioned event at a specific facility.

II. ACCESS TO ASSOCIATION AMENITIES

1. "Sponsored guests" may gain access to Association amenities by virtue of possessing a current, valid guest card. "Sponsored guests" possessing a valid guest card shall have access to Association amenities at the then current guest rates, as applicable.

2. Use of amenities by "Association guests" includes the use of restaurants, golf, tennis, the Metfield skills park, Tanyard Creek, Blowing Springs, and other paved and un-paved trails open to the general public for the purpose of pedestrian walking, hiking, jogging, cycling and other human-propelled uses. In those situations, a guest card will neither be issued to, nor required of the guest.

3. "Reciprocal guests" may gain access to Association amenities by virtue of possessing a current, valid guest card. "Reciprocal guests" possessing a valid guest card shall have access to Association amenities at the then current guest rates, as applicable.

4. "Participant guests" are those guests who participate in specific events at Association amenities. Such

events must have the formal approval of the Board or an official Association committee, normally through a contract signed by Management. Examples include golf tournaments, fishing tournaments, tennis tournaments, gun tournaments, weddings, receptions, birthday parties, anniversary parties, etc. which often include participants who are non-members.

5. Guest cards may be issued and valid for up to one (1) year from the date of issuance.

III. ACCOMPANIED GUESTS

1. In some situations, “sponsored guests” must be accompanied by a Member to enjoy Association amenities without the requirement of paying a guest fee. For these situations, a guest is accompanied by a Member so long as the guest maintains visual and auditory contact with the Member at all times.

2. “Sponsored guests” must be accompanied by the Member who sponsored them in order to be allowed to utilize the pickleball courts and gun ranges (pistol, rifle, skeet, and trap).

March 8, 1985
January 7, 1987
November 3, 1988
May 4, 1989
January 2, 1992
February 4, 1993
April 5, 2001
October 17, 2002
August 19, 2004
November 16, 2006
August 19, 2006
May 17, 2017
March 28, 2019

GUIDELINES FOR FUNCTIONING OF ELECTION COMMITTEE

PURPOSE:

To provide the Association an independent resource through which Directors may be elected to the Board, and to establish voting procedures for special situations as might arise at the direction of the Board.

I. DUTIES

1. The committee will supervise the process for nominating Members for Board elections (Nomination by Petition).

2. The committee will oversee the development of a timetable for Board elections and review the election timetable with all individuals involved in the election process. The election timetable shall be finalized no later than four~~five~~ months before the Annual Association Meeting. The timetable will be made available to all staff involved in the election procedure.

In the event of a delayed election, the committee will oversee the development of a timetable for the election process which will provide for an election to occur at the earliest reasonable time. All other duties of the committee will be carried out with allowances for the delayed election process.

3. The chairperson of the committee will receive the list of candidates from the Corporate Secretary at the February~~January~~ meeting of the Board. There must be no prior disclosures of the candidates' names.

4. The committee will announce the candidates' names during the February~~January~~ regular Board meeting (Bylaws, Article V, Section 1, Paragraph C).

5. If necessary, the committee will conduct a lottery drawing at the February~~January~~ regular Board meeting to determine the order in which the candidates' names shall appear on the ballots. In the event the lottery does not take place at the February~~January~~ regular Board meeting, the lottery drawing shall be held at a public meeting after notice has been given to all candidates of the date and time of the meeting, as soon as practical thereafter.

6. The committee will oversee the process of preparing, distributing, and receiving ballots from eligible Members.

7. The committee will oversee the process of counting and tabulating ballots as outlined in the Bylaws (Bylaws, Article V and X). If the committee is recommending a change from the prior year's counting process, the change shall be presented at a Board work session and approved by the Board at the following Board meeting. If the Board takes no action, the change is deemed approved.

8. The committee will meet before the election to perform the following:

a. Finalize ballot layout, size and tally design.

b. Review all materials to be published and mailed; the material shall not otherwise be edited (except for length). If candidate resumes are edited for length, the candidates' approval of the change will be sought (Bylaws, Article V and XI).

9. BALLOT MATERIALS CONSIST OF:

a. Notice of Annual Meeting

b. Resumes of candidates

c. Ballot

d. Description of vacancies to be filled and the terms of office.

e. Set forth the names of the candidates.

f. Appropriate instructions, including but not limited to:

1) How to identify the candidate(s) for whom a person wishes to vote.
2) A person may vote for up to, but no more than the number of vacant positions.
3) Any vote which is qualified or restricted in any way is invalid and will not be counted.
4) How, where, and when to return the ballot.
5) Ballots may be delivered in person prior to the start of the Annual Meeting.
6) Mailed envelopes with insufficient postage will not be accepted.

10. Ballot materials must be mailed or provided electronically at least 30 days prior to the 3rd Tuesday in May of each year. Each lot is entitled to one vote, provided the lot is owned by a Member in Good Standing (Bylaws, Article I, Section 10). Each Member in Good Standing as of March 31 will receive a ballot representing the number of lots they own and for each of which they are considered a Member in Good Standing. Ballots may be cast by mail, electronically, or in person at the Annual Meeting.

11. The committee will ensure the verification of received ballots.

12. The committee will ensure ballots are secured until counted (Bylaws, Article V, Section 2, Paragraph F).

13. The committee will ensure ballots submitted immediately prior to the Annual Meeting are validated, counted, and added to the total.

14. The committee will oversee the announcement of the election results at the Annual Meeting and present the tabulated results to the Corporate Secretary for recording as a permanent record (Bylaws, Article V, Section 2, Paragraph H).

15. A candidate may request a recount if he/she loses by less than 100 votes. The request must be made to the Corporate Secretary within three (3) business days of the day the results are announced.

16. Fifteen (15) days after the announcement of the election results, unless a recount is requested, all returned ballot materials shall be destroyed.

17. A copy of committee meeting minutes, along with other supporting data, reports and committee recommendations, if any, will be submitted to the Corporate Secretary within twenty (20) working days of the Annual Meeting.

March 17, 2005
May 15, 2008
December 8, 2011
April 20, 2017

APPROVAL AND CHANGE OF JOB SCOPE PROCEDURES FOR CAPITAL PROJECTS

PURPOSE:

The purpose of this policy is to set forth approval mechanisms, limits, controls and reporting for expenditures on major projects. The projects may be for any purpose and may include capital expenditures or expense for construction, renovation or other action impacting assets of the Association.

I. APPLICATION

This policy will apply to all expenditures exceeding $250,000 on an accumulative basis for any single project to construct, renovate, or acquire assets as described above. *Projects may not be subdivided to avoid application of this policy.*

II. PROJECT SCOPE

Before beginning a project as described herein, the Association will prepare a document describing the scope of the project.

III. APPROVAL OF PROJECTS

Capital projects normally must be approved by the Board during the regular budget consideration process. Any project not covered in the current year's budget will require Board approval. Any request for Board approval must include an assessment of impact on the current year's budget and also any ongoing impact on succeeding year's budget(s). This information should be in the project scope case for all projects.

In the event of an emergency and upon giving written notice to the Board Chairperson, the Chief Operating Officer is authorized to commence an emergency capital project without Board approval on projects not to exceed $20,000. An emergency capital project shall be defined as a capital project which affects public or employee safety, which will result in the imminent loss of revenue, or will result in a significant increase in costs to the Association. The Chief Operating Officer shall notify the Board of this emergency capital project at the next meeting of the Board of Directors and shall not require a vote of the Board.

IV. PROJECT CONTROL

The Association shall be responsible for control of all projects approved under this policy. Financial records will provide accurate accountability for each project and will also provide tracking to confirm any significant cost savings projected by the project scope.

Any change in the conceptual scope of a project as presented and approved by the Board (change in components of project for cost or configuration) must go through the approval required herein for a new project. Any immediate changes approved by the Chief Operating Officer will be reported to the Board no later than the next Board meeting. The Chief Operating Officer will develop and utilize a common form for approval of changes.

All acquisitions for elements of each project will follow applicable bidding and purchasing procedures. Monthly reporting will be provided on all approved projects until completion. Budget review meetings will include information and progress reports as appropriate on status of projects.