

VERSION 1.0	<b>OAKLAND HILLS CONDOMINIUM ASSOCIATION</b>	PAGE 1 OF 3
LAST UPDATED: JULY 19, 2017	<b>BOARD OF DIRECTORS POLICIES AND PROCEDURES</b>	

<b>Name</b>	
Oakland Hills Condominium Association Board of Directors.	
<b>Board Purpose</b>	
<p>The purpose of the Oakland Hills Association Board of Directors is to manage the business and affairs of the Association. The Association Board of Directors will consist of five members to be elected by the co-owners of the community for two-year terms each. Directors serve without compensation.</p> <p><i>(Refer to the Condominium Master Deed. The Master Deed and By-Laws supersede all parts of this document in case of any discrepancies. This document is intended to clarify how the Board of Directors will operate only.)</i></p>	
<b>Board Officers and Members</b>	
<p><i>Effective May 10, 2017</i></p> <ol style="list-style-type: none"> <li>Linda Teare, President (<a href="mailto:lteare@charter.net">lteare@charter.net</a> )</li> <li>Larry Smith, Vice President (<a href="mailto:larrysmith9@gmail.com">larrysmith9@gmail.com</a>)</li> <li>Joy McClendon, Secretary (<a href="mailto:joymcclen@gmail.com">joymcclen@gmail.com</a>)</li> <li>Tom Welsh, Treasurer (<a href="mailto:thomasgwelsh@msn.com">thomasgwelsh@msn.com</a>)</li> <li>Jack Gesmundo, AVB Member at Large (<a href="mailto:Jack@avbinc.com">Jack@avbinc.com</a>)</li> <li>Mike McLean, non-voting member (<a href="mailto:michaeljohnmclean@gmail.com">michaeljohnmclean@gmail.com</a> )</li> </ol> <p>The Directors may appoint an Assistant Treasurer, and an Assistant Secretary, and other officers as they judge may be necessary. Any two offices except that of President and Vice President may be held by one person. The officers of the Association will be elected annually by the Board of Directors at the organizational meeting of each new Board. Meetings of Board will be chaired by the most senior officer of the Association present. For meeting purposes, the order of seniority of officers will be President, Vice President, Secretary and Treasurer.</p> <p><i>(Refer to: ARTICLE XII OFFICERS.)</i></p>	
<b>Management Company Representation</b>	
<p>Gardner Management Group of Michigan 5770 Venture Park Dr., Kalamazoo, MI 49009 (269) 323-7774</p>	<ol style="list-style-type: none"> <li>Ryan Gardner, Gardner Management (<a href="mailto:info@gardnermi.com">info@gardnermi.com</a> )</li> <li>Calvin Johnson, Gardner Management (<a href="mailto:info@gardnermi.com">info@gardnermi.com</a> )</li> </ol>
<b>General Responsibilities</b>	
<p>The Board of Directors administers the affairs of the Association. The Board of Directors duties include (but are not limited to):</p> <ul style="list-style-type: none"> <li>manage and administer the affairs of and maintain the Condominium Project and the Common Elements,</li> <li>levy and collect assessments from the members of the Association and use the proceeds for the purposes of the Association,</li> <li>carry insurance and collect and allocate the proceeds thereof,</li> <li>restore, repair or rebuild the Condominium, or any portion thereof, after the occurrence of a casualty,</li> </ul>	

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- contract for and employ persons, firms, corporations or other agents to assist in the management, operation, maintenance and administration of the Condominium Project,
- make rules and regulations permitted by the Master Deed and Bylaws,
- establish committees it deems necessary and to appoint persons to the committees for the purpose of implementing the administration of the Condominium and to delegate to such committees any functions or responsibilities which are not by law or by the Condominium Documents required to be performed by the Board, and
- enforce the provisions of the Condominium Documents.

*(Refer to: ARTICLE XI BOARD OF DIRECTORS Section 3. Powers and Duties. Section 4. Other Duties.)*

### **Financial Responsibilities**

- **Budget.** The Board of Directors establishes an annual budget in advance for each fiscal year. The budget will project all expenses for the forthcoming year which may be required for the proper operation, management, maintenance, repair or replacement of the Condominium Project and General and Limited Common Elements, including a reasonable allowance for contingencies and reserves.
- **Reserve Fund.** A reserve fund will be maintained for major repairs and replacement of Common Elements, with the exception that no reserve will be maintained for repair or replacement of natural features in any natural or preserve areas located on the Condominium, including woods, trees, shrubs, plants and/or meadows.
- **Budgets for Non-recurring expenses/Special Projects.** Specific project suggestions should be submitted to the appropriate Association Committee (Landscape, Infrastructure, Website and Finance) where they will be vetted prior to submission to the Board for consideration. Co-owners may also submit project proposals to the Association Committees for consideration. All project proposals should include an estimated cost and financial impact. Approval of any project for inclusion in the budget requires a majority vote of the Board members. All projects should have an estimated date for actual expenses. Costs for projects approved during the budget preparation process are considered as preliminary estimates. All projects including final quoted costs must be presented and approved by the Board before they can proceed.
- **Recurring Expenses and Contracts.** The management company will manage the day-to-day financial obligations for service calls and general maintenance and repairs. Contracts with vendors are presented to the Board for approval. During the budget preparation process, usually in November, the management company will provide projected estimates for contracts and recurring expenses for the forthcoming fiscal year and will develop the final budget for approval by the Board.
- **Expense Management.** Yearly assessments (i.e., dues) will be established by the Board based on the approved budget. The Board of Directors, in association with the Management Company, will manage Association expenses across all categories and accounts with the intent to remain at or below the established assessments for the fiscal year. The Board will approve all project expenditures during the fiscal year via a majority vote of the Board members. Association Committee members (Landscape, Infrastructure, Website, and Finance) may not approve any expenditures without prior majority Board approval. Elected members of the Board may individually approve minimal expenditures at their discretion not to exceed a total amount of \$500 in any fiscal year. All expenditures approved directly by individual Board members must be documented with communication to the Board. The status of special projects should be reviewed at each Board meeting for ongoing budget sustainability. The Board may vote to postpone or cancel projects at any time due to unforeseen or special considerations.

*(Refer to: ARTICLE II ASSESSMENTS Section 2.)*

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### **Decision Process**

- The Board will make all decisions via a majority vote of the eligible Board members. A minimum of 3 yes votes will be required for approval with a five-member Board assuming there is a quorum.
- Votes may be taken via email if all members of the board then in office consent to the action in writing or by electronic transmission. If unanimous agreement does not occur, the proposal will be placed on the next board meeting agenda for discussion and vote. (Michigan Nonprofit Corporation Act (Act 162 of 1982).
- The Board president is responsible for communicating the results of all Board votes made via email to all Board members.
- The Secretary will document all Board votes made via email in the subsequent Board Meeting minutes.

### **Meetings and Communication**

- The Board of Directors will meet a minimum of four times per year, generally at Gardner Management Company offices located at 5770 Venture Park Dr, Kalamazoo Michigan. The Board President is responsible for establishing the meeting dates and times with Board member input.
- The Board of Director meetings are open to current Oakland Hills Condominiums co-owners. Time will be dedicated at the end of each meeting for resident input.
- Announcement of the meeting time and location will be emailed to residents at least two weeks prior to the scheduled date.
- Minutes of the Board of Director meetings will be posted on the OHC website and distributed to the Management Company via email.

### **Document Update Process**

- This document will be updated as membership, scope or other relevant content changes occur. The Board Secretary has responsibility for presenting update recommendations to the Association Board for approval; and then assuring all approved changes are included in the document in a timely manner.
- All Policies and Procedures documents will be stored on the OHC website.

### **APPENDICES**

*(Input, attach or link to any relevant data that should be stored with the Board.)*

Association Master Deed and By-Laws: <http://oaklandhillsportage.org/wp/documents/MasterDeed.pdf>