

**PROPOSED AMENDED AND RESTATED POLICIES AND PROCEDURES FOR
EAST LAKE WOODLANDS COMMUNITY ASSOCIATION, INC.**

NOTE: SUBSTANTIAL REWORDING OF EXISTING POLIIES AND PROCEDURES. REFER TO EXISTING POLICIES AND PROCEDURES IN ORDER TO DETERMINE THE CHANGES BEING PROPOSED.

Note: The previous version of Policies and Procedures approved in June, 2014 contained sections regarding the use of Motorcycles, Gate Collisions, Signage on Common Areas, Lake Access, Solicitation and other miscellaneous Rules and Regulations. Those items have been removed from this Policies and Procedures document, and they have been relocated to a revised Rules and Regulations document prepared for approval simultaneously herewith. The Table of Contents was also changed to accommodate such changes and list all items alphabetically.

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Administrative Committee

The Administrative Committee shall consist of a chairperson who is the President of the Board of Directors of the Community Association and such members as are approved by the Board, which members may or may not be Directors of the Community Association.

Functions

1. Advise and assist the president in the management of the affairs of the Association.
2. Draft revisions and additions of the Articles of Incorporation and By-Laws, and Association Policies and Procedures, as required by the Board.
3. Plan and prepare for board meetings, advisory council meetings, and membership meetings.
4. Oversee the performance of the Association's management company, except for areas within the jurisdiction of another committee.
5. Negotiate and administer the Association's contract with the Association's management company, and any retainer agreement with outside legal counsel, subject to board approval of any such contract or retainer agreement.
6. Both short-range and long-range planning for the Association.
7. Periodically review the Articles of Incorporation and By-Laws and recommend appropriate changes for Board approval. This function is not exclusive to the Administrative Committee.
8. Initiate and maintain a "Policies and Procedure Manual" to document those policies and procedures adopted by the Board.
9. Make recommendations for Board consideration regarding additional policies and procedures. This function is not exclusive to the Administrative Committee.

Budget Committee

The Budget Committee will be chaired by the ELWCA Treasurer and members may be comprised of volunteers from members of ELWCA who are approved by the Board. The Committee will be formed in July for the budget to be adopted in October.

Communications Committee

The Communications Committee shall consist of a chairperson who is a member of the Board of Directors of the Community Association and such members as are approved by the Board, which members may or may not be Directors of the Community Association.

Functions

1. Manage publication of the newsletter monitoring issues that would be appropriate for newsletter coverage. Write articles for the newsletter. Review submissions from Association Board Members and Property Administrator.
2. Investigate alternative or additional ways of communicating with Association members, and present proposals to the Board on methods worthy of consideration.
3. Develop a Communications Policy with respect to the newsletter or other publications.
4. Seek input from association members as to their information needs regarding the Association.
5. Prepare a Calendar of Events for the Association newsletter and website.
6. Oversee Association website and its contents.

Controlled Access Committee

The Controlled Access Committee shall consist of a chairperson who is a member of the Board of Directors of the Community Association and such members as are approved by the Board, which members may or may not be Directors of the Community Association.

Functions

Monitor the operation and activities of the following items:

1. The guard services provided by an independent contractor and the performance of guard services.
2. The operation and maintenance of the gates of the Association.
3. Operation and maintenance of the two guardhouses located at Tampa Road and Woodlands Boulevard.
4. Establish and revise as necessary the Standard Operation Procedures (a/k/a Post Orders) document of the guard services and suggest modifications, improvements or implementation of policies and procedures relative to controlled access.
5. Signage on the gates and the small informational signage at the entry/exit points.
6. Directional maps for the use of guests and other people entering the community.
7. Policies regarding gate access devices.
8. Review of incident reports.
9. Review of gate damage claims.
10. Sheriff patrol contracted from the Pinellas County Sheriff's Dept.
11. Budgets on a calendar year basis regarding controlled access matters.
12. Any other items that may come up regarding controlled access in the community.
13. Presentation to the Board items for approval and/or action dealing with controlled access.

All of the above is done in an advisory capacity through management or as requested, approved or directed by the Board.

Finance Committee

The Finance Committee shall consist of a chairperson who is a member of the Board of Directors of the Community Association and such members as are approved by the Board, which members may or may not be Directors of the Community Association.

Functions

1. Oversee Management Company's care, custody, control and reporting of the assets, liabilities, reserves, income and expenses of the Association.
2. Ensure that a fair representation of the financial condition of the Association is provided so that a reasonably prudent person would not be misled; that is, sufficient information must be presented to permit a knowledgeable user to reach an informed decision.
3. Work with the Association's management to provide financial reports that are: (a) service oriented – basically they are designed to serve the decision-making needs of the external users; (b) credible – they are intended to be fair representations of the economic circumstances of the entity; and (c) accurate and free of bias – they must conform to specific standards of accounting and reporting.
4. Oversee the development of the annual budget on a calendar year basis including reserves for replacement and long-range planning. Work with all committee chairs to get input for their areas. Form budget committee, using volunteers from Advisory Council, if possible.
5. Engage independent accountant and schedule Annual Audit or Financial Review.
6. Manage audit or review process, including any issues identified and exit interview.
7. Review Association contracts annually in the context of financial and budget impact.

Government Relations Committee

The Government Relations Committee shall consist of a chairperson who is a member of the Board of Directors of the Community Association and such members as are approved by the Board, which members may or may not be Directors of the Community Association.

Functions

The Government Relations Committee is charged with the responsibility of interfacing as necessary with the various government entities and officials involving the requests, needs or concerns of the ELWCA Board as well as community organizations that ELWCA is a member of or any government-regulated entities.

Grounds/Irrigation Committee

The Grounds/Irrigation Committee shall consist of a chairperson who is a member of the Board of Directors of the Community Association and such members as are approved by the Board, which members may or may not be Directors of the Community Association.

Functions

1. Supervise and maintain under the control of the Board and through the management company, all areas which are designated as "common areas" or "common grounds."
2. Make recommendations to improve and maintain all areas, designated as Association responsibility to the Board. These include mowing and detail work, fertilization/pest control, irrigation, plant removal and replacement.
3. Common areas may consist of turf areas along roadways, trees and shrubs on medians, perimeter walls, entrance areas, bus shelters, signage at the entrances and informational signage throughout the community.
4. Develop and administer budgets on a calendar year basis regarding plant replacement and solicit bids with landscape contractor and administer contracts during its term, subject to limits established by the Board.

Insurance Committee

The Insurance Committee shall consist of a chairperson who is a member of the Board of Directors of the Community Association and such members as are approved by the Board, which members may or may not be Directors of the Community Association.

Functions

1. Act as a liaison between Board, Manager and Association's insurance agent.
2. Monitor information relating to insurance for Association.
3. Research and report on insurance changes.
4. Review the insurance policy annually for proposed changes in coverage.

Lakes and Drainage Committee

The Lakes and Drainage Committee shall consist of a chairperson who is a member of the Board of Directors of the Community Association and such members as are approved by the Board, which members may or may not be Directors of the Community Association.

Functions

1. Act as a liaison between Board, Manager and Association's Drainage Consultant and Contractor.
2. Oversee various functions as they relate to the overall condition of community lakes.
3. Solicit bids for the treatment and control of undesirable growth of algae and other vegetation in community lakes and ponds.
4. Oversee treatment of lakes and ponds.
5. Keep abreast of all controllable matters that could have an impact on possible flood problems in the community.
6. Oversee condition and repair of drainage swales, grates, catch basins, contributing to the drainage of areas of Community responsibility, as detailed in the Association's drainage maintenance manual.
7. Budgets on a calendar year basis regarding aquatic weed control contract and repair and/or replacement of swales, grates, etc.

Legal Committee

The Legal Committee shall consist of a chairperson who is a member of the Board of Directors of the Community Association and such members as are approved by the Board, which members may or may not be Directors of the Community Association.

Functions

1. Act as a liaison between Board, Manager and Association's attorney.
2. Oversee retaining of legal counsel.
3. Research and report on legal changes.
4. Review the contracts annually for legal implications.

Roads Committee

The Roads Committee shall consist of a chairperson who is a member of the Board of Directors of the Community Association and such members as are approved by the Board, which members may or may not be Directors of the Community Association.

Functions

1. Maintain from curb to curb the roads which are the responsibility of the Association, as well as to oversee those related adjuncts such as rights-of-way, sidewalks, lighting, traffic signs, road markings and speed limits.
2. Familiarize themselves with proper procedures for repairing and resurfacing roads, including selecting appropriate specifications and review all contracts pertaining to roads/adjuncts and make recommendations to the Board.
3. Periodically inspect roadways/adjuncts to determine the need for any work to be done on roadways/adjuncts.
4. Develop and administer budgets on a calendar year basis regarding road repair and/or replacement and solicit bids with contractor and administer contract during its term, subject to limits established by the Board.

Policies and Procedures

Advisory Council

Composition – One representative from each member association within Eastlake Woodlands. Each representative is to be the association president or the designee of such association.

Purpose – The Advisory Council’s purpose is to serve as a communication link between the various associations and the Board of Directors of the Community Association.

1. To bring to the attention of the CA Board the concerns of the various associations regarding ELW and the activities of the Community Association.
2. To brief the association representatives on the activities and deliberations of the CA Board and its committees.
3. To task representative of the associations to communicate to their boards and members what they learn about CA Board actions and concerns.

Organization and Meetings – The Advisory Council will meet **at least once** a year upon the call of the Board of the Community Association. Additional meetings will be called upon the petition by ten or more Advisory Council members to the Community Association president. The president, or in his absence, the vice-president of the Community Association shall preside at meetings of the Advisory Council.

The agenda for each meeting will be prepared and distributed by the Board for the Community Association in advance of the meeting, and will include reports by Community Association committee chairmen and members of the Community Association Board, as appropriate, and items suggested in advance by Advisory Council representatives.

The President of the ELWCA shall call a meeting with the representatives of the associations and the ELWCA Board of Directors at the beginning of each calendar year for the purpose of reviewing the activities of the Board of Directors and its committees during the previous year and soliciting comments and suggestions for further action.

A special meeting may also be scheduled at any time the Board feels the need to consult with the presidents.

Conflicts of Interest

ELWCA is subject to both Chapters 617 and 720 of the Florida Statutes, and all persons serving ELWCA must comply with the Statutes relating to conflicts of interest, including section 617.0832.

Financial Controls

Checks – All checks issued for ELWCA shall have two signatures. One from a representative of the Management Company and the other from one of the Board Members authorized to sign. The three authorized ELWCA members shall be President, Vice President and Treasurer.

Reserves and Prior Year Adjustments – Management Company will make charges to Reserve accounts after they have been approved by the appropriate chair(s) and Treasurer. Prior year adjustments also fall in this ruling.

Management Company will pay vendors for work done on those programs after they have been approved by the appropriate committee chair(s).

Management Company will issue a monthly report by line item showing amounts approved, spent and estimated to complete to indicate possible overruns. Estimated to complete shall be furnished by the appropriate committee chair(s).

Meeting Minutes

Management will post minutes of Board Meetings and Annual Members Meetings on the Association's website.

Members

It is recognized that, due to the legal structure of this Association, those homeowners and lot owners in subdivisions (the Unbound Members or Unbound Associations) which were commenced before the formation of this Association, participate in the Association through their subdivision associations by means of an agreement. It is the policy of this Association to treat such homeowners and lot owners the same as Bound Members with the same rights and privileges, except where it is legally necessary to make a distinction between them and Bound Members.

Accordingly, whenever the word “members” is used in the policies and procedures or other writings or statements of the Association, it shall be deemed to include Unbound Members of associations that have contracted with ELWCA as well as Bound Members, except in those cases where specific references is made to specific types of membership or where the word is used in a legal context, such as in the Articles of Incorporation and By-Laws of the Association.

The subdivisions that were formed prior to ELWCA are:

ELW Condo I	ELW Cluster Homes Unit I
ELW Condo II	ELW Cluster Homes Unit II
ELW Condo III	ELW Cluster Homes Unit III
ELW Condo IV	ELW Cluster Homes Unit IV
ELW Condo V	ELW Cluster Homes Unit V
ELW Condo VI	Lakes Estates
ELW Condo VII	Patio Homes
ELW Cypress Estates I	Quail Forest
ELW Cypress Estates II	Woodlands Estates
ELW Cypress Estates III	

Members’ Comments and Suggestions

This policy authorizes the Property Administrators to respond to routine inquiries and to requests for factual information.

It authorizes the responsible director to respond to members’ comments or suggestions in his/her area of responsibility where the policy applying to the matter has already been established by the Board in the past.

It would require Board approval for any response dealing with a matter with respect to which the Board has not previously established policy.

Non-Member Associations

Any Unbound Association that does not enter into a contract for services with ELWCA is considered a Non-Member Association. As such they are not entitled to receive certain services provided to Bound Members and Unbound Members who have entered into a contract with ELWCA.

This position is based on the Articles of Incorporation, which provide in Article 2, paragraph (e), that the purpose of the Association is to "...operate without profit for the sole and exclusive benefit of its members...."

To the extent practical the Non-Members Associations will not receive the following:

- Patrolling of association streets by ELW Community Patrols.
- Assistance in enforcing covenants.
- A vote in the election of ELWCA Directors.
- Any voice in the operation and maintenance of the community.

Additionally, "Non-Member associations will receive barcode access only at the following gates:

- Resident lane at the entrance located at East Lake Woodlands Parkway and Tampa Road (South Gate)
- SunTrust Gate at Woodlands Parkway and East Lake Road Extension

Newsletter and Website

The Communications Committee shall publish a Community Association newsletter at least but not limited to four times a year and arrange for such newsletter to be distributed. The Chairman of the Communications Committee shall act as Editor of this newsletter; shall review the general content of each newsletter with the Board; and shall submit the content of each proposed newsletter to the President and Manager for review before it is published.

The Communications Committee shall also oversee the operation of the ELWCA website.

(Scheduled for Approval 9/20/19)