

ASHTON GLENN HOMEOWNERS ASSOCIATION, INC.

POLICIES & PROCEDURES

Background

The Association is a corporation formed for the purpose of administering the operations and management of the community known as Ashton Glenn. The corporation is conducted as a non-profit organization for the benefit of its members. As of January 1, 2006, Ashton Glenn consisted of 218 lots and several common areas. The Association was incorporated on September 16, 1994 in the State of South Carolina.

Annual Assessment

Due date of the annual maintenance assessment: January 1

Late date: 30 days after the due date

Late fee: \$25.00

Annual Assessment

The Board of Directors shall consider all member requests for an extended payment plan of the annual maintenance assessment which are based on emergency hardship cases. The request must be verifiable.

Policy for Delinquent Maintenance Assessments

30 days late: A late fee of \$25.00 per quarter will be added to the outstanding balance. A late notice will be sent to the homeowner.

60 days late: A second late notice will be sent to the homeowner.

90 days late: The Board of Directors will decide on the next course of action which can include the following:

1. Sever the cable television service to the homeowner; the homeowner will be responsible for the reconnection fee.
2. Engage an attorney to collect the past due amount; all attorney and administrative costs shall be the homeowner's responsibility.
3. When necessary, instruct the attorney to file a lien.

Board Meetings

Board members shall receive all committee reports, an agenda and any correspondence addressed to the Board at least two days prior to any meeting, if practical, to allow adequate time for review.

Requests, Recommendations, Complaints

Members in good standing with the Association are required to submit their requests, recommendations and complaints in writing, with a signature and return address, or via e-mail with name and address, to the Office of the Association in lieu of a verbal form.

Outgoing Letters

The following is the procedure for outgoing correspondence from the Board of Directors:

The majority of the Board must approve the letter.
The Association Manager can sign the letter.
All outgoing letters shall be mailed by the Association Manager.

Bulletin Board

Control measures: Postings restricted to association/community related activities such as:

Women's Club
All Committees
Community or membership meetings
Organized social activities
Prohibited items:
Want ads
Commercial advertisements
For profit activities

Keys to the locked bulletin board maintained by Association Management and issued to:

Committee chairpersons
President of the Women's Club

A one-page synopsis of a Board meeting will be posted on the Association's bulletin board after each Board meeting. The quarterly financial statements will be posted on the bulletin board.

Town Hall Meetings

The Board will determine when to conduct a "town hall" type of meeting with the homeowners in order to listen to their recommendations, comments and questions.

Common Lakes for Source of Irrigation

There will be no water siphoning of any Ashton Glenn community lake, retention pond, swale, ditch or swimming pool. The exception being any uses by emergency services (i.e. EMS, Fire Department, etc.).

All Committees

The Board of Directors of the Ashton Glenn Homeowners Association must approve all committees. At the time of approval, the Board will decide the purpose, duties and number of members on the committee. The term of the committee is for one year and must be reaffirmed at the first meeting of the Board of Directors following the Annual Members' meeting. The appointment of the committee Chairperson will be at the sole discretion of the Board.

Committees – Reimbursable Expenses

The Board of Directors shall approve in advance any reimbursable expense incurred by the members of all committees.

Committee Chairperson

Purpose: To direct the committee as to the scope and purpose of its duties and report back to the Board of Directors.

Duties to include (but not be limited to):

1. Will act as a liaison between the Board of Directors and the committee membership.
2. Guide committee members as to the boundaries and purpose of the committee.
3. Establish regular meeting dates.
4. Establish administrative guidelines for all committee members.
5. Keep records of all activities.
6. Provide committee reports to Board Liasons two days prior to a Board meeting date.

The term of the committee Chairperson is for one year and must be reaffirmed at the first meeting of the Board of Directors following the Annual Members' meeting. The appointment of the committee Chairperson will be at the sole discretion of the President of the Board.

Special Committees

Purpose: Special or "ad hoc" committees will be appointed as needed by the Board of Directors.

Duties to include (but not be limited to):

1. Carry out specific non-recurring assignments as directed by the Board of Directors.
2. Investigate various points of view on issues.
3. Report directly to the Board of Directors.

Committee will cease to exist when it makes its final report to the Board of Directors.

Drainage Committee

Purpose: To educate the Ashton Glenn Homeowners about drainage water flow, its management, potential hazards, their responsibilities with respect to uninterrupted flow and the availability of our assistance to them.

Duties to include (but not be limited to):

1. Investigate any reported problems with waterways (swales), surface drainage or water stagnation.
2. Members review and document any problems reported by the homeowners.
3. Report findings to the Board of Directors or the office of the County Engineer/Public Works, whichever is appropriate for the situation.
4. Abide, as interpreted, to the directions outlined in the Ashton Glenn Covenants and municipal government by-laws as they relate to property maintenance for continued, even water flow.

The committee may have as many volunteers as the committee Chairperson deems necessary. Committee Chairperson will report to the Board of Directors any and all results or findings for Board approval.

Pool Committee

Mission:

To ensure the health and safety when using the pool and associated areas so that residents receive maximum enjoyment.

Responsibility:

Perform daily inspections of the pool, shelter, restrooms, and adjacent areas to ensure compliance with state and local health and safety codes during the season that the pool is open.

Organize and participate in a general cleaning of the pool area and furniture each spring prior to the opening of the pool and each month during the season that the pool is open.

The general oversight of the pool maintenance company and on-site contact with their representative at least weekly during the season.

Perform necessary pool testing and a general cleanliness check of pool areas and restroom areas on days that the pool maintenance company does not perform the service.

Make recommendations to the Board regarding any changes modifications or improvements both capital and operational to the pool areas.

Reviewing and recommending bids for pool maintenance to the Board.

Submit minutes and/or reports of meetings and activities to the Board of Directors.

Prepare and submit an annual budget to the Board.

Neighborhood Watch

The purpose is to enhance the neighborhood security and deter potential crime and vandalism in Ashton Glenn through homeowner neighborhood patrols.

Duties include:

1. Based upon a schedule prepared by the street captains, each volunteer homeowner patrols the streets of Ashton Glenn on the scheduled day.
2. The patrol is to carefully observe suspicious or criminal activity and immediately notify the Horry County Police.
3. This patrol can be on foot, on bicycle or via car by the homeowner during the day or evening at his/her convenience during the scheduled date.

4. Street Captains to set up schedules for resident patrols, recruit volunteers, coordinate movement of patrol materials for streets, and report to the Committee Chairperson.
5. Committee Chairperson will report to the Board of Directors.

Website Committee

The purpose is to promote communication within the Ashton Glenn community through the administration and maintenance of an informational community website. The number of persons on the committee shall be no more than five.

Responsibilities include:

1. Maintain the Ashton Glenn Homeowners Association website on a day-to-day basis to include updates as needed in all pages.
2. Welcome and encourage participation of residents in the implementation of committee duties.
3. Notify the Board of website changes, modifications and new features.
4. Solicit sponsors as approved by the Board, in order to offset website costs and committee expenses.
5. Communicate with the website provider to ensure uninterrupted service to the contract.
6. Submit committee minutes and/or reports of meetings and activities to the Board.
7. Submit recommendation for contract renewal and preparation of annual budget to the Board.
8. Any other duties necessary to maintain a viable professional website.

Beautification Committee

The purpose is to improve the appearance of the community common areas.

Duties include:

1. Develop recommendations to improve the community's appearance
2. Present the recommendations to the Board of Directors
3. Implement recommendations as approved by the Board of Directors
4. Utilize residents to implement the recommendations

Welcoming Committee

The mission of the Committee is to ensure that each new resident:

1. Has pertinent information about the Association's governing documents
2. Is aware of the activities taking place within our community
3. Has the opportunity to participate in the various committees of the Association
4. Understands how to communicate with the Association's Board of Directors

DUTIES OF BOARD LIAISON TO COMMITTEES

1. Call for written reports to be submitted to the Board Liaison, preferably by e-mail, prior to each Board meeting.
2. Meet with the Committee at least once during the year at one of the Committee's regularly scheduled meetings to discuss any problems, to express the Board's appreciation for the service of the Committee members, to provide guidance from the Board, etc.

Provide feedback to the Board relative to Committee problems and issues.

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