

UPDATED JUNE 2021

## Yacht Cove Property Owners Association Frequently Asked Questions

### Who makes up the Board of Directors?

The Board of Directors is an elected group of people who have ownership of property located within the Association. Directors are elected at the Annual Owners Meetings and Special Meetings as needed. Directors are elected to a term of 3 years, unless they are elected to fulfill the term of a Director who has left the Board before completing their term.

The current Board Member Directory (which identifies the Board members along with their contact information and area of responsibility) can be found on the YCPOA website (<http://yachtcovehhi.com>) through links on the “Board Members” page and the “Additional Information and Downloads” page.

### What Does the Board Do?

The Yacht Cove POA By-Laws state: The Board shall have the power and duties necessary to administer the affairs of the Association, including, but not necessarily limited to, those powers and duties specifically assigned to the Board in the Declaration, The Articles of Incorporation and these By-Laws. Consistent therewith, the Board shall have the power to adopt rules and regulations which it deems necessary for the administration of the affairs of the Association and to impose sanctions for violations of the Declaration, these By Laws and the published rules and regulations of the Association, subject to the provisions of the Declaration.

Other Duties include:

- Maintenance, repair, renovation, restoration, replacement, care, and upkeep of the Common Property and other portions of the Development maintained by the Association.
- Collection of assessments levied by the Association
- Designation and dismissal of the personnel necessary for the maintenance and operation of the Common Property and other portions of the Development which are the responsibility of the Association.
- Subject to the provisions of the Declaration, the promulgation of rules and regulations governing the access to use and enjoyment of Common Property.
- Create and Chair special committees

### How do I speak with the Board or a specific Board Member?

All concerns should be addressed with a Board Member. If you would like to speak with the Board as a whole, please contact a Board Member and ask to be added to the agenda for the next scheduled meeting. The current Board Member Directory (which identifies the Board members along with their contact information and area of responsibility) can be found on the YCPOA website (<http://yachtcovehhi.com>) through links on the “Board Members” page and the “Additional Information and Downloads” page.

### **When are Board Meetings and can I attend?**

Board meetings are usually held on the second Wednesday of each month at 6:00 p.m. Unless otherwise posted, all meetings are closed. If you would like to address the Board, please contact a Board Member to be added to the agenda for the next meeting. Please note, you will be given the opportunity to address the Board at the start of the meeting. After addressing your concerns, you must leave the meeting so the Board of Directors can address other issues, concerns, and needs of our Association.

No one is permitted to record, live stream, or share any recording of the Board of Directors meetings or post any information from such meetings on social media.

### **Annual Owners Meeting**

The Annual Owners Meeting is normally held on the third Thursday in January. All owners in good standing are invited to attend this meeting and to participate in the election of applicants to open positions on the Board of Directors at this meeting. All Owners Meetings must have a quorum to be held. A Quorum is described in the By Laws as the presence in person or by proxy at the beginning of any meeting of the Members entitled to cast over 30% of all the votes of the Association. If the required quorum is not present, another meeting may be called subject to the same notice requirement and the required quorum at the subsequent meeting shall be the presence in person or by proxy of Members having 10 percent of the total votes of the Association. No such subsequent meeting shall be more than sixty days following the preceding meeting.

All owners must be notified, by the Secretary of the Association via USPS mail or personal delivery; the date, time and place as well as purpose, at least fifteen days, but not more than 45 days in advance of any Owners meetings.

As stated in the By Laws, Section 3.06, the order of business at an Annual Owners meeting is as follows:

- a. Roll call and certification of proxies
- b. Proof of notice of meeting or waiver of notice
- c. Reading of minutes of preceding meeting. Approval of these minutes
- d. Reports of officers, if any
- e. Election of Committees, if any
- f. Election or appointment of inspectors of election
- g. Election of Directors
- h. Unfinished business
- i. New Business

The Board may hold Town Hall Meetings where all Owners can attend and address the board without being on an agenda. This is NOT a Board of Directors Meeting.

No Owners Meetings or Town Hall Meetings are to be recorded, live streamed, or posted to social media or shared in any manner.

### **How can I get a copy of Board Meeting Minutes?**

All Board of Directors meeting minutes will be posted, after approval by the Board at the subsequent Board meeting and redaction of personal or incriminating information, on the clubhouse window. The meeting minutes will remain in place for at least 30 days, but not more than 90 days.

Annual Owners Meeting Minutes must be approved by a majority of the owners. Annual Owners Meeting Minutes are distributed to all owners 30 days prior to the following Annual Owners Meeting where the owners must vote to approve them. After approval at the following meeting, these minutes will then be posted on the clubhouse window for a period of not less than 30 days.

Owners can obtain an electronic copy of approved Board meeting minutes by emailing a request to the Secretary of the Board of Directors (using the Secretary's email address specified in the Board Member Directory discussed previously). If you would like to view several previous months minutes, please contact the Secretary of the Board to agree on a place and time to view minutes.

Any owner who wants hard copies of minutes must contact the Secretary of the Board either by email or sending a request to the Association's mailing address (mailed requests must include a contact phone number). Hard copies will be provided at a price of 50 cents per page plus any applicable postage costs. Costs must be paid by check at the time of delivery or prior to mailing.

### **How do I review the financial records of the Association?**

All financial records, including ledgers, checks, and receipts, may be reviewed at an agreed upon location, date and time. Please contact the Treasurer of the Association to arrange to view and inspect all such records.

Copies of records requested during such review and inspection will be provided at a later date (i.e., after the review) at a cost of 50 cents per page. Owners requesting to view records may also be responsible for a reasonable fee charged by the accountant for being present at the time of the review.

Monthly financials will be emailed or mailed to Owners upon request. Please contact the treasurer for a copy. All copies are subject to a 50 cent per page copying fee plus applicable mailing costs. Costs must be paid by check at the time of delivery or prior to mailing.

### **Who is the Association's Attorney?**

Currently, the Association's Attorney is Meredith Bannon, Bannon Law Group, LLC. Please note that the Attorney works for the Board of Directors handling Association business and does not work for individual owners.

All Owner contact with the Attorney without prior approval from the Board of Directors will result in the Owner being charged for all incurred Attorney fees.

**How does the Board of Directors or Association Communicate with Owners?**

The Association uses email/mail to communicate with Owners in most instances.

The Association also has a website located at <http://yachtcovehhi.com> where announcements are posted when necessary. The website is also a resource for Association and Board Member contact information, rules and regulations, amenities (and amenities forms), legal documents regarding the Association (including Covenants and By-Laws), and other items.

The Board occasionally posts announcements on the Yacht Cove HHI Facebook page. This is a private page for owners and residents.