



## General Policies and Procedures

The following policies and procedures were adopted by the Sandy Brae HOA Board on April 10, 2023 to regulate matters within the Community that are subject to the Covenants. The purpose of these is to promote the safety and welfare of the residents, preserve and protect property values, as well as help the Board operate more efficiently/effectively while staying within the parameters of the SBHOA Covenants. Policies and Procedures are meant to be a fluid document that each Board keeps or changes, as the times and needs dictate.

### **COMMUNICATION**

- Email is the primary means of communication with residents. Owners of rental properties are required to give email addresses for their rental residents so that they can receive community news, updates, and community information.
- The SBHOA Board has established a ZOOM account and will be able to use it for meetings of any nature for the community, Board, or committee business only.
- The SBHOA Board has established a FACEBOOK account closed only to the residents of the community. The main purpose is to communicate HOA business and not for commercial use. The vice-president is the administrator of the account.
- The SBHOA Board has established a WEBSITE without password entry. It will be for the purpose of housing HOA documents, a resident directory without phone or email information, Board contact information, community information, a calendar, Board agendas, minutes, as well as treasurer information, etc. It is not for any type of commercial use. The vice-president oversees the site. It is hosted by and technically supported by a qualified web design business.
- A newsletter is published once a quarter and saved on the HOA website. It will be mailed to any resident without email. The vice-president oversees the publishing of the newsletter.

### **MEETINGS**

- HOA BOARD meetings are held once a month every month and open to all residents in good standing to participate.
- Agendas will be posted on the website 72 hours in advance of the meeting and minutes within a week after the meeting.
- No photography or recording devices of any kind are permitted in any SBHOA meeting.
- Board and committee meetings maybe held via ZOOM or like technology, only when necessary or due to special circumstances, with minutes submitted to the HOA secretary for posting.
- At ANNUAL HOA Meetings, members are required to sign in and have a copy of the agenda and any other paperwork associated with the topics on the agenda. Residents will be given time to ask questions/voice concerns within a time limit once business has been conducted. Members must at all times behave with common courtesy and civility refraining from the use of rude, abusive, crude, or threatening language. Members must refrain from engaging in personal attacks on Board members, fellow members, or guests. No profanity or hostile body language is permitted. SBHOA Board has the right to dismiss any member/s from the meeting for engaging or demonstrating any of the above actions in an annual meeting.

### **CONSTRUCTION AND REMODELING PROJECTS, SHEDS, FENCES, etc.**

- An Architectural Review and Modifying Form (AR Form) is required for any projects on the outside of the house/on the property. A Sussex County permit is necessary for sheds and many other construction/replacement projects for homeowners. That permit information needs to be attached to the AR Form when submitted to the Board for these projects. A list of what projects need permits is posted on our website, sandybraehoa.com, in the document tab