



Community Governance and Cadence Internal Process/Standard Operating Procedure

Purpose:

The Isles of Collier Preserve is governed with a structure that includes Neighborhood Committees, Neighborhood Voting Representatives and a Board of Directors. This policy will properly define each of the parties' responsibilities and obligations by virtue of the governing documents. This policy will also guide management and the Board in the preparation and execution of the required meetings and management of the committee structure. Committee meeting elections and Neighborhood Voting Representatives (NVR) selections should begin in March of each calendar year. All meetings will conclude with the Annual Meeting and Election of the Board of Directors by the end of April of each calendar year.

Topics:

Definition, Roll and Responsibilities of the Neighborhood Committee

Definition, Roll and Responsibilities of the Neighborhood Voting Representative.

Definition, Roll and Responsibilities of the Board of Directors

Roll of Management

Meeting Notice Requirements

Meeting Cadence 2023-2024

Scope:

This standard procedure will properly outline the timing and execution of the necessary individual committee elections, NVR elections and the Annual Meeting of the Membership. It will also provide the schedule of necessary meetings and noticing requirements.

Procedure:

For the Association to be compliant with the governing documents it must first set out to hold the necessary neighborhood committee elections, which should be held in March of each calendar year. The Committee meetings and NVR elections must happen prior to the Annual Meeting.

Neighborhood Committee

Definition:

The Neighborhood Committee is referenced in Article I, Definitions Section 42 of the Governing Documents and refers to a committee of three (3) individuals who are Owners within a Neighborhood who shall advise the Board on matters concerning a Neighborhood and convene for the purpose of electing a successor Neighborhood Committee. Neighborhood Committees shall be appointed or elected as provided in the Bylaws.

Roll and Responsibilities of the Neighborhood Committee:

The Neighborhood Committee is responsible for electing a Neighborhood Voting Representative for the purpose of voting on behalf of the neighborhood on items that require a vote of the membership. The Neighborhood Committee should meet quarterly in line with the cadence outlined below, and in the Neighborhood Committee Charter, to discuss items important to or impacting the neighborhood and to deliver issues via written report as outlined in the Committee Charter. If the committee chooses to meet more frequently, they are to notify management one week in advance, with agenda, in order to have meeting date posted to the community calendar. Not all items raised by the Committees are addressed as Board of Directors agenda items at Regular BOD meetings. Matters may be addressed by Management and then will be included as an update in a future management report. Other items are presented to the Board of Directors may become NVR meeting topics or BOD meeting

agenda items. Items with no action, as determined by the BOD, will be addressed as updates on management reports and presented at regular quarterly BOD meetings.

Procedure for Committee Election:

The Board and Management will convene in January of each year to determine meeting cadence schedules for all neighborhood committees. Committee elections will be completed in March. Once the meeting schedules are complete, management must move forward with the necessary noticing requirements. A two (2) week notice requirement announcing the time and place of the election meetings will be sent to each individual homeowner in each neighborhood. The notice should include an intent for homeowners who wish to run for the Committee. Intents should be provided to management anywhere to 72 hours prior to the election if candidate will not be in person to be nominated from the floor. The day of the Committee elections, management will chair the meetings and conduct the business related to the election. Once the ballots have been collected, tallied and verified, the ballot counter(s) will announce the results. Immediately following the Committee elections, the newly elected Committee members should convene in order to elect the Neighborhood Voting Representative and the Alternate. If the entire Committee is not present at the election in order to elect the NVR and Alternate, they have 72 hours after the election to convene separately in a committee meeting to elect a Chairperson/Alternate and provide the information to Management.

Neighborhood Voting Representative (NVR)

Definition:

The Neighborhood Voting Representative is referenced in Article I, Definitions Section 47 of the Governing Documents and shall mean the President of the Condominium Association or the Chairman of the Neighborhood Committee, who shall have the authority and right to cast votes for Members within their Neighborhood on matters requiring a vote of the members.

Roll and Responsibilities of the NVR:

The Neighborhood Voting Representative is elected for the purpose of voting on behalf of the neighborhood on items that require a vote of the membership. This includes voting for resident board members. Additionally, NVR's should participate in NVR meetings as outlined below for the purpose of discussing items raised by their Neighborhood Committee or Board of Directors agenda items that are being discussed with the NVR's.

An NVR's should work with management as conduit to the board on items that concern their committee through the process defined in the Neighborhood Committee Charter.

In addition, language found in the governing documents state that the NVR have additional responsibilities:

- Attend Budget Workshops

Procedure for the Neighborhood Voting Representative (NVR) Election:

As mentioned above, the NVR and Alternate should be elected by the Committee, once a Committee has been elected. If all the elected members are not present at the election meeting in order to select the NVR and Alternate, they have 72 hours in order to make their decision and provide those results to Management. As chairperson for the committee the NVR should communicate information from the committee to management within 72 of the election to convene separately in a committee meeting to elect a Chairperson/Alternate and provide the information to Management.

Board of Directors

Definition:

The Board of Directors is made up of five positions to facilitate operations and business of the Association with the management company. Prior to turnover from the developer, the Board will have one of five seats filled through a resident election of the NVR's. This Resident Board Member will work as part of the Board and conduit of items as communicated through the Neighborhood Committee and Voting Representative. Post turnover, a Nomination Committee will be established per the By-Laws. This SOP will be update to reflect the appropriate changes at the time.

Roll and Responsibilities of the Board of Directors:

The board is responsible for the governance and administration of the Isles of Collier Preserve Master Association. The Board meets annually for the purpose of holding a budget workshop, to approve the budget, and to hold an Annual Meeting where resident members are elected. Additional meetings for the purpose of conducting board business may occur throughout the year.

Procedure for Committee and Annual Meeting and Election of the Board of Directors:

The Annual Meeting of the Association shall occur in April by virtue of the governing documents. Once the Committee and NVR elections are complete in March of each calendar year, the Association can move forward with the Annual Meeting and Election of the Board of Directors. The date and time should be considered and already determined by the Board and Management during the meeting cadence planning meeting in January. Notice requirements are like the Committee election notices and should be sent out at least two weeks prior to the Annual Meeting. The notice should include the date, time and location of the meeting. Management should also include an Organization Meeting notice. Intents should be provided to management up to 72 hours prior to the election. The day of the Annual Meeting and Election of the Board of Directors, management will chair the meeting and conduct the business related to the election. The individual NVR shall be present at the Annual Meeting in order to cast the ballots on behalf of their individual neighborhoods for the candidates of their choosing. Once the ballots have been collected, tallied and verified management will announce the results. Immediately following the election, the newly elected Board members shall convene the Organizational Meeting of the Board of Directors to elect its Officers. If the newly elected Board is not present to convene and hold an Organizational Meeting of the Board, they have 10 days to hold the meeting in order to follow the governing documents.

Overview of Committee and BOD Rolls:

	<i>Who can run?</i>	<i>Who Votes?</i>	<i>What is the Responsibility at this time?</i>	<i>What They Vote On</i>
Neighborhood Committee Member	Any Member	Voted for by all residents.	Selecting the NVR. Presenting Neighborhood specific items to the NVR, Board, and Declarant.	NVR
Neighborhood Voting Representative (NVR)	Member of Neighborhood Committee	Voted for by the Neighborhood Committee Members/Chairperson of the Neighborhood Committee	Voting for the Resident Board Members. Cast votes for Members on items that require vote of the Membership. Presenting items from Committee to Board or Declarant. Attend Budget Workshops.	Cast votes for Members on items that require vote of the Membership (ex. Resident Board Member Election), that are not require by law or declaration to have an individual vote by all members. (ex. Amendment to the Declaration)
Resident Board Member	Any Member	Voted for by the NVR	Board Member that votes in all BOD meetings and is involved in BOD business operating the Association	All Board Votes

Association Management:

Roll and Responsibilities of Management:

Management shall be responsible to work with the Board, Committees and NVR as it relates to the meeting cadence, required mailing notices, elections and any additional tasks as it relates to the governance structure of the community. This includes facilitating and preparation for meetings based on the cadence outlined below, meeting notices as outlined, and website updates as outlined.

Procedure for Meetings:

Jan Week 3: Meeting cadence schedules for all neighborhood committees to be completed.

Feb Week 3: Committee elections to be noticed. To be held by mid to late March.

March Week 1: Annual Meeting Notice Finalized.

March Week 3: Committee Election meetings completed.

March Week 3: Website to be updated with committee members and NVR's.

April week 4: Annual Meeting completed. Meeting Candace published and posted on website.

Meeting Notice Requirements:

Neighborhood Committee Election

- 14 days' notice mailed to neighborhood membership, posted at Clubhouse and posted on community calendar.

Neighborhood Committee Meetings

- Meeting schedule is posted on the community website annually in February (Week 1)
- 1-month prior to meetings, reminder of meetings sent to the community (use template) in the Community Update that links to the neighborhood page on the community website
- NVR provides agenda to management 10 days prior to meeting
- Agenda is reviewed/approved by management and posted on community website 5 days prior to meeting
- Additional meetings scheduled by the Neighborhood Committee should be noticed by providing notice and an agenda to management 10 Days in advance. Agenda is reviewed/approved by management and posted on community website 5 days prior to meeting. No additional e-blasts are sent for meetings scheduled by the committee outside of the cadence, but meeting date will be posted on the community website.

Neighborhood Voting Representative Meeting

- 10 days' notice emailed to all NVR's, posted at Clubhouse and posted on community calendar.

Budget Workshop

- 14 days' notice emailed to NVRs with a copy of the proposed budget email to all NVR's, posted at Clubhouse and posted on community calendar.

Annual Meeting

- 14 days' notice mailed to the membership posted at Clubhouse and posted on community calendar.

Regular and Special Board of Directors Meeting

- 5 days' notice provided to each Board member and NVR via email, posted at Clubhouse and posted on community calendar. Includes agenda with back up materials to BOD members. Draft agenda to be finalized 10 Days prior.

Isles of Collier Preserve 2023-2024 Meeting Cadence

	2023											2024			
	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April
Neighborhood Committees	13 th -15 th	1 st (Info) 13 th -15 th Committee Elections	17 th -19 th 3rd (Intro)						23 rd – 25 th				5 th – 7 th	11 th -13 th Committee Elections	
NVR Elections		13 th -15 th Committee Elections												11 th -13 th Committee Elections	
NVR		1 st		10 th						29 th			28 th		
BOD		8 th		17 th		5 th		13 th		30 th Budget Review	7 th Budget meeting	10 th		6 th	
Annual			4 th												2 nd

