

**THE VINEYARD @ TWELVE STONES CROSSING
HOMEOWNERS ASSOCIATION
OPERATIONAL POLICIES AND PROCEDURES**

In accordance with the Bylaws of the Corporation, the Board of Directors is composed of five members. The officers of the Corporation are: President, Vice President, Treasurer, Secretary, and Director. The business of the corporation is administered through seven committees. The committees are as follows: **Administrative/Insurance, Architectural Review, Finance, Maintenance/Landscape/Irrigation, Social and Pond, Fountains & Perimeter Lighting.**

ADMINISTRATIVE/INSURANCE: This committee keeps and publishes minutes for all meetings and notices as outlined in the Bylaws; as well as, maintains all insurance issues. The First Amendment to the Covenants requires the HOA be listed as third party beneficiary to all casualty insurance policies and a complete copy of the policy and yearly renewals be kept on file. They also maintain age status reports for all residents, insuring the correct percentages of 55 or older.

ARCHITECTURAL REVIEW: The committee is responsible for the review and evaluation of all requests for new or changing of existing structures **or new plant beds**. Upon completion of their evaluations; their recommendations are presented to the full Board for approval. Request forms are available on the Vineyard website, or by contacting the committee chairman. No changes are to be made by any homeowner prior to Board approval. Any and all changes to existing homes and **plant beds** will be the sole liability of the homeowner for future maintenance and upkeep. A release form must be signed by the homeowner when the approved request is returned.

FINANCIAL: The committee is responsible for creating the budget; as well as administering all facets of financial record keeping as outlined in the Bylaws of the Corporation.

MAINTENANCE/LANDSCAPE/IRRIGATION/POND, FOUNTAINS, PERIMETER LIGHTING: These committees are responsible for the review and evaluation of all requests for "HOA Covered Repairs." The request forms are available on the Vineyard Website, or by contacting the committee chairman. In an emergency situation, call the President or Maintenance/Landscape/Irrigation Chairman to arrange the repair. Without prior approval, the HOA will not reimburse any repair costs incurred by the homeowner.

- **Maintenance** - The committee is responsible for: all non-landscape common areas (i.e., street lights, fences, gazebo, retaining wall, etc.) and home element **maintenance** covered by the Bylaws.

- **Landscape** - The committee is responsible for care and maintenance of the landscaping throughout the complex. Every homeowner will be given

equal access to consistent, quality lawn care. Each home and all common areas will be given turf care (mowing & edging), trimming of trees and shrubs (original installation), mulch of beds and trees, weed control, and fertilization when the HOA Board and this committee deems it necessary and funds are available. For ANY changes to the "original" plantings or when any form of individual (non-emergency) attention is needed there are Landscaping Maintenance Request forms on the Vineyard website. For those without internet access, forms are available from any member of this committee. Requests for replacement shrubs (of original plantings) will be considered twice a year, Spring and Fall.

- **Irrigation** - (as was installed originally) will be maintained with the same level of consistency. The entire system is interconnected, and will be operated and monitored by this committee. No individual homeowner is to change any portion of the operating devices. If any homeowner (or their guest), causes damage to any part of the system (spray heads, water lines, meters, etc.), that homeowner will be responsible for the cost of repairs. For installation of flags, walkway lighting, or any other form of décor being affixed to the lawns, a request form must be filed with this committee to insure the irrigation pipes are not affected.

- **Pond, Fountains & Perimeter Lighting** – This Committee coordinates with the Pond Management Company and replaces light bulbs as needed.

SOCIAL: This committee coordinates functions such as general meetings, special meetings, and other community-wide events.

GENERAL INFORMATION: These committees meet separately as needed to discuss and plan their particular area of responsibility. They each report to the Board of Directors at their monthly meetings. All agendas and minutes for Board Meetings and General Meetings, plus informational updates are posted on the Vineyard website. The minutes, address list, and financial reports are password protected. The password is available from any Board member. The address list is for homeowner use only; it is not to be used for solicitation, or duplicated and distributed for any reason.

A complete roster of Board Members and their committees is attached. For questions or concerns, or if you would like to be involved in any of these committees, please contact the committee chairman.

Your Board of Directors is as follows:

President: David Hobbs

Vice President Wes Horton

Treasurer Rita Solomon

Secretary Buck Dozier

Director John Hagan