

# **MEADOWMONT PROPERTY OWNERS ASSOCIATION (MPOA)**

**P.O. Box 213, Arnold CA. 95223**

## **Board of Directors Guide (August 2017)**

### **Introduction:**

This guidebook exists to provide guidance and standardized procedures that are in compliance with MPOA By-Laws, CC&Rs, and Governing Rules. It is fully compliant with the California Davis Stirling Common Interest Development Act.

### **Purpose:**

The purpose of the MPOA organization, a non-profit corporation, is to provide such services as the Board shall determine and which may be considered necessary to protect the rights, interest and privileges of the members and their respective properties, and to promote recreation activities, and to encourage the membership to participate in the enhancement of the natural beauty of our community.

One of the primary purposes of MPOA is to protect and enhance property values in our community. We abide by the Davis-Stirling Act, a California Law, and have posted our governing documents, By-Laws, CC&Rs, minutes and other informational items of interest on our website. Every MPOA Board member should be familiar with these governing documents and our website.

### **Scope:**

This guide outlines the duties and responsibilities of Board Member positions, the Managing Agent (MPOA Manager), and the various Committees' that provide oversight. Per Section 5.1, By-Laws the Board shall consist of seven Directors and be Members in Good Standing.

The following positions and committees are covered:

#### MPOA Officers

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Manager

#### Committees

- f. BRC, Building Review Committee
- g. Trees
- h. Signs & Junk
- i. Cal Firewise, VIP (Volunteer Inspection Program)
- j. EPPOC (Ebbetts Pass Property Owners Council)

## **PRESIDENT**

The President shall preside at all meetings of the Board; shall see that orders and resolutions of the Board are carried; shall sign all leases, mortgages, deeds and other written instruments; and shall co-sign all checks and promissory notes.

### Responsibilities:

1. Chair each scheduled meeting.
2. Work with Vice President before each meeting in preparation.
3. Work with Treasurer's financial reports.
4. Work with MPOA Manager on issues affecting meetings and agendas.
5. Between each scheduled meeting, make phone contacts as necessary with each Board member and Manager to discuss any issues with assigned work or projects.
6. Follow up on all phone calls from Manager that needs President's attention.
7. Make phone calls as needed to various County Departments for information.
8. If a Board member needs to go out on property inspections, the President shall accompany if no one else is available. (2 people need to inspect property)
9. Work on policy procedures.
10. Work with Manager and appointed members who work on special events such as: Annual membership Picnic, Christmas party, highway clean-up, parades, Flea market, or planned trips.
11. Work with Secretary and Manager to resolve any reoccurring problems.
12. Ensure all information is disseminated via the Manager or directly to all Board Members.
13. Be proactive on working on new ideas and procedures for better MPOA operations.

## **VICE-PRESIDENT**

The Vice-President shall act in the place and stead of the President in the event of his/her absence, inability, or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board.

### Responsibilities:

1. Assist the President as needed or requested.
2. Arrange for guest speakers for the monthly meetings. Send confirmation letter to speakers at least 20 days in advance of the meeting at which they are to speak.
3. Coordinate with Board Officers and Manager on behalf of the President as needed.

## SECRETARY

The Secretary or designee shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members; serve notice of meetings of the Board and of Members; keep appropriate current records showing the Members together with their addresses, and shall perform such other administrative duties as required by the Board.

### Responsibilities:

1. Advertise and perform hiring duties to retain an MPOA Manager on behalf of the Board.
2. Work with Manager on duties and responsibilities and ensure they are annotated in Managers duties and responsibilities.
3. Prepare annual Manager's Contract for signatures from Board Officers and Manager. Ensure that duties are accurately reflected.
4. Subsequent routine duties performed or through the MPOA Manager and monitored:
  - a) Ensure minutes at Board meetings recorded and posted on website.
  - b) Email webmaster copy of minutes (draft). Save all board minutes in computer files.
  - c) Review previous minutes at subsequent Board meetings for approval.
  - d) Reply to all phone calls of inquiry or complaint to MPOA phone line, via Manager.
  - e) Be aware of any issues from Meadowmont members from Manager to appropriate Director or Board member.
  - f) Track compliance and correspondence from Manager to members.
  - g) Assist with Newsletter as needed.
  - h) Monitor property transfers and assist Treasurer as needed for the Title Company Reply and the Request for Information from Title companies.
  - i) Monitor Treasurer's database periodically to ensure knowledge of access to updated information. Once per year review treasurer's computer database with the Manager.
  - j) Maintain relevant MPOA files.
  - k) Maintain MPOA Board roster for accuracy via the Manager.
  - l) Contact Association Legal Counsel as needed.
  - m) Annually collect and count proxy votes from MPOA members.
  - n) In coordination with MPOA Manager; Take reservations for MPOA members for Spring Fling, annual meeting, and Christmas Brunch. Type list of people who will attend and give to Social Chairman. Greet and check in MPOA members at these events.

## **TREASURER**

The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board; shall sign all checks and promissory notes of the Association; keep proper books of account; cause an annual review of the Association books to be made by a public accountant at the completion of each fiscal year as may be required by law; and shall prepare the financial statements required by these By-Laws and deliver a copy of each to the Members.

(Section 8.10, ByLaws)

### Responsibilities:

1. Annually bill all Meadowmont residents for their dues.
2. Annually bill mandatory members who do not pay dues in a timely manner and add a late charge to the billing.
3. Pay all bills as necessary. Need second signature on all checks (President or VP)
4. Make bank deposits as needed.
5. With each bank statement post interest for checking account. At least annually, post interest on certificates of deposit.
6. Prepare monthly financial report and distribute to Board members at monthly meeting.
7. Prepare annual financial report.
8. Gather tax data and give to tax preparer.
9. Work at Annual Independence Hall Flea Market as cashier if requested.
10. Keep member info up to date in Quick Books.

### Daily Duties:

1. Check emails, specifically for Requests for Information from Real Estate sales, and from MPOA Manager, also from Title Company requests for Information on property transfers. Attach 3 forms of information back to Realtors, confirm receipt:
  - a.) Sale Transfer Demands
  - b.) Checklist for Property Transfer
  - c.) New Owner Packet
2. Check "Treasurer" and "Membership" emails on the Meadowmont website (M) and respond or pass messages to responsible person.
3. Expect to perform 10 Requests for Information average per month: (5 Realtors, 5 Title companies)
4. Check in "Workspace" for Treasurer emails from Title Companies, Realtors, and Bank REFI's.

#### Weekly Duties:

1. Make bank deposits.
2. Backup QuickBooks (QB) files.
3. Maintain supply of postage stamps for Board and Committee members.
4. Purchase office supplies as needed for Board members and Manager.
5. Returned mail; find correct mailing address and update member info.

#### Monthly Duties:

1. Reconcile bank statements with Accounts.
2. Deposit checks as needed weekly or every other week.
3. Prepare and update for Board Meetings Budget Sheets. Via QuickBooks and Excel:
  - a. Treasurer's Report (Budget to Actual)
  - b. Current Balance Sheet.

#### Annual Duties:

1. Dues Invoicing (May) sent to Printer company for mass 1<sup>st</sup> Class Mailing.
2. Spring/Fall Newsletters need to generate mailing lists. Send to Printer Company for mass mailing.
3. May – July; Entering all dues checks received into Property owner databases.
4. Coordinate Food contract and payments for Annual Picnic, i.e.: ( Big Boys BBQ), bring check for payment at BBQ day.
5. Sends delinquent dues Letter; (Normally in September)
6. Prepare a budget and post on the MPOA website when approved by the BOD.
7. Order parcel quest discs each year ( 2 discs per year)
8. Keep MPOA insurance up to date and renewed.
9. Donate \$250 to Chapel in the Pines each December for use of Building 1.
10. Generate and mail 1099's if needed in Jan 15 and file 1096 by Jan 31.
11. Have prepared and file income taxes annually by May 15.
12. Perform an annual review of the Association books to be made by a public accountant at the completion of each fiscal year. (Article 8, Section 8.10, MPOA ByLaws)

NOTE: Secretary/Treasurer can be One Board Officer or split between two Officers. If split, Secretary and MPOA Manager should be aware of Treasurer Databases and files locations and how to access and perform routine duties as may be needed. If position is combined, another Board member or Manager needs to be knowledgeable of files and locations to access.

## **MPOA MANAGER**

Manages property owner association in accordance with the current MPOA CC&Rs , By-Laws, Meadowmont Governing Rules, and the California Davis Stirling Act. These rules govern property owner responsibilities that are intended to help maintain standards of a visually appealing and safe neighborhood. As such the MPOA Managing Agent's primary purpose is to assist in protecting and enhancing property values in the Meadowmont Community and to provide such services as the BOD considers necessary to protect the rights, interest, and privileges of all members and their respective properties.

### Responsibilities:

1. Provides management services as acts performed or offered in an advisory capacity to the MPOA BOD that includes:
  - a. Implementing resolutions and directives of the Board.
  - b. Implementing provisions of governing documents, which govern MPOA.
  - c. Administers contracts, including insurance contracts, vendors, contractors, and other third- party providers of goods and services.
2. Maintains communication with the MPOA Board of Directors (BOD), member/owners, and vendors or contractors.
3. Maintains good public relations and interacts with clients and property owners in a positive, respectful, and professional manner at all times.
4. Schedules and facilitates monthly board meetings, post agenda on website 4 days in advance, presents manager's report, and assists in administrative tasks to that end. Attends all Board meetings, takes and prepares the minutes, posts and distributes the minutes, and updates the website each month. Works with Board Secretary as needed.
5. Advises Board members and property owners regarding applicable civil code regulations governing MPOA requirements/constraints – specifically Davis-Stirling Act.
6. Assists with bi-annual MPOA publications; Fall and Spring newsletters; ensures they meet Davis-Stirling requirements, including the budget materials and disclosures. Writes the newsletter with Board input and approvals and prepares publication for distribution. Works with local printer and delivers newsletter to post office.
7. Ensures Annual Disclosures are properly updated and included in either the Fall or Spring Newsletter and posted on the website per Davis-Stirling timeframes.
8. Handles all correspondence; writes letters as needed, follow-up maintains copies of record and distributes applicable correspondence or inquiries to responsible Board members. Interacts with members, serving as a buffer between members and the Board.

9. Maintains the voice messaging system, emails, and notates questions and complaints from property owners that require MPOA Board decisions of a non-routine nature. Keeps a journal/log entry system as needed to record important or non-routine phone inquiries.
10. Investigates resident disturbances, violations or complaints, and resolves problems in accordance with regulations established by Board of Directors.
11. Assists with dispute resolution between property owners and the MPOA Board.
12. Organizes and attends the Annual BBQ/meeting; schedules the location, caterer, coordinates for guest speakers, and prepares the agenda.
13. Sets up and prepares the documents for the Annual Board of Directors Election and ensures compliance with time constraints as needed.
14. Works with Board/committees/attorneys on special projects such as Fire Wise, VIP program, updating CC&R's, By-Laws, BRC, Tree Issues, reports, rules, etc.
15. Coordinate MPOA matters with County officials such as Building/Planning Dept, Road Department, or District Supervisor concerning road repairs.
16. Responsible to hire and oversee any needed contractors related to MPOA property, facilities, or equipment. (Includes Firewise project equipment)
17. Provide on Association's behalf, any equipment, materials, supplies for the long term needs of the Association common property/lot.
18. Assist the Board Treasurer in the development of the Annual Budget as needed and with the post and deposit of monthly dues and assessments if/when the Treasurer is unable to perform this function. Assist the Treasurer and Secretary with his/her duties noted in this booklet. Annually with Secretary review physical locations of Treasurer computer files, QuickBooks and Excel files.
19. Recommend insurance coverages and specifications as per CC&Rs.
20. Maintain Records and Correspondence as needed for a period of 6 years IAW GAAP, to include:
  - a. Maintain files of correspondence from property owners.
  - b. Maintain a copy of current owner's lists as provided.
  - c. Assist in mailings of Annual Newsletters or special Mailings as requested by BOD.
21. Coordinates communications, oral and written, with MPOA Attorney (Deon Stein).



## **COMMITTEES OF THE BOARD**

Any “Committee of the Board” shall consist of two or more Directors and shall have such powers as the Board shall determine, subject to the limitations of California Corporations Code Section 7212.

## **WORKING COMMITTEES**

The Board may create working committees which shall not have the power to exercise any Board authority or otherwise act on behalf of the Association. Members of working committees shall be appointed by the Board. Each working committee shall consist of at least two people who may but need not be Directors. Working committees need not keep minutes but shall report on activities to the BOD from time to time and shall operate under the direction of the Board. The Board shall have the right at any time to disband any working committee or remove any member thereof.

## **BUILDING REVIEW COMMITTEE (BRC)**

The Building Review Committee (BRC) is not a “Committee of the Board” or a “Working Committee” because of the following reasons:

- a. The BRC does not exercise powers of the Board but instead has its own independent power to review and approve/disapprove certain proposed changes within the Development.
- b. The BRC does not operate under the supervision of or at the direction of the Board. However, decisions of the BRC are appealable to the Board under some circumstances.

### **BRC Responsibilities:**

The BRC will be composed of 1 to 3 members who are appointed by the BOD. One Director will serve as the Chairperson. The preferred number of members for the BRC is 3, with 2 of the BRC members being full time residents of Meadowmont.

- a. Prior to undertaking any work or improvement on any property the owner shall first submit detailed plans, elevations, specifications, and plot plans to the BRC for review and written approval. These plans shall include any exterior additions, alterations, reconstruction, remodeling, or changes to existing improvements or structures to include fencing.
- b. Once a set of plans and specifications has been approved by the BRC, no material changes may be made without the prior written consent of the BRC. Upon completion of construction, the Association will be notified so that a final inspection may be conducted by the BRC.
- c. Review and approval by the BRC of any proposals, plans shall not be construed as compliance with any building permit process by any County or State Agency.

### **Procedures:**

- a. Building projects brought to the MPOA Board and the BRC will be actioned within 30 days, but not to exceed 45 days, from date of written request for review/approval. The MPOA Manager will track the 30 day timeline, if the BRC exceeds our response time goal the Manager will contact the owner that response is delayed.
- b. Projects which require review under Article II of the CC&R's are brought to the attention of the Association in several ways:
  - (1) A request for review is received from the property owner to MPOA Manager.
  - (2) A complaint is received from someone in the neighborhood that a possible CC&R violation has or is in the process of taking place.
  - (3) A possible CC&R violation is observed by a member of the MPOA Board.

- c. When a BRC review has been initiated by the MPOA Manager acting upon a request the BRC members are notified via email from the MPOA Manager for action. The 30 day clock starts on the day of emailing.
- (1) A Field Inspection sheet shall be filled out containing all of the pertinent information regarding the review request.
  - (2) Two members of the BRC shall take appropriate action.
  - (3) MPOA Manager will contact the owner if Plot plans and specifications are not received with the request to provide them.
  - (4) Plans and drawings are reviewed by BRC members upon which they will physically inspect the property locations with or without the owner present.
  - (5) If the project involves a building such as a shed or an addition to the existing building, property lines must be evident and observable by property corners via plot plan as established by surveyor.
  - (6) Any Tree cutting required needs approval by the BRC (One member is Tree Removal).
  - (7) If there is no variance and the project meets all of the requirements of the CC&Rs, the BRC representative will give a verbal approval followed by signed letter of approval by the BRC, MPOA BOD.
  - (8) Should a variance be needed, the conditions requiring such shall be reviewed by the BRC and BOD and if approved written approval notification will be forwarded. The owner must request and receive any variance permits. If the Variance is denied by the BRC, written explanation will be provided within 30 days.
  - (9) A complaint received from a neighbor must be received in writing in order for the BRC to take actions and reviews. Two members of the BRC will inspect the reported violation to determine its validity and violation of the CC&R. If verified the owner shall be notified by phone and/or written notification of the violation that needs corrective action.

Setbacks and Fences:

- (1) No buildings shall be erected nearer than twenty (20) feet to the front and rear property line and ten (10) feet from side property lines without written consent from BOD.
- (2) Fences shall be no higher than six (6) feet. Fences which are closer than twenty (20) feet to the front property line shall be no higher than (3) feet.

**AD HOC – WORKING GROUPS**

**SIGNS AND JUNK**

Signage:

- a. Address signs need numerals of at least four (4) inches in height are required to be visible from the street to assist emergency vehicles and services.
- b. No signs of a commercial nature shall be displayed on any property unless work is in progress. Not more than one “For Sale” or “For Lease” sign shall be permitted. Job ID signs used by contractors or tradesmen will be permitted not to exceed 10 days, following conclusion of the construction, sale or activity.
- c. Contact people/ owners who are in possible violation and ask for the removal of the signs. Report any action taken to the MPOA Manager and Board.
- d. Committee Members should strive to drive Meadowmont streets casually inspecting for signage violations around once per week or as needed. Two committee members should divide up Meadowmont as they prefer.

Junk:

- a. No vehicle beyond 32 feet shall be parked on any property, and no inoperable or wrecked vehicles of any type shall be parked on any property for more than ten (10) days without the permission of the BOD. No Vehicles shall be used on any property for temporary long term living quarters.

- b. No owner or occupant shall dump or dispose of any cans, trash, or garbage upon any part or portion of property and shall remove regularly of any undesirable debris at least once per week.
- c. Investigations and follow up on any reports or observance of possible abandoned material or “Eye Sores” on improved or vacant properties. This “junk” material can consist of debris under Article III, Section 5. Residents or owners of violations will be contacted either in person or by written letter. Follow up required actions prompting fines shall be reported to BOD at monthly Board meetings and to MPOA Manager for notation.
- d. Committee members use personal discretion as to contact violators in person or through written response. Willing compliance is the key, vs confrontation.

## **TREE REMOVAL**

- A. All owners are required to cut down dead trees and/or vegetation and remove all slash on both improved and unimproved property. The BRC must inspect and approve all dead trees in excess of 10 inches in diameter prior to cutting (unless tree has already fallen). The tree removal committee exists to facilitate the needs of MPOA concerning tree proper and timely tree removal in order to preserve the health of our community forested tree populations and its long term sustainability.
- a. If a tree is removed without the consent of the BOD an assessment/fine can be imposed up to \$500.00 per tree; upon duly called hearing.
  - b. Failure to comply with any of Section 2, CC&Rs will give the BOD option, after 30 days written notice, to bring property into compliance and bill the owners for all associated costs, including any legal fees.
  - c. Tree removal may be needed for various reasons:
    - (1) Leaning over or towards habitable areas/ homes.
    - (2) Roots under driveways or foundations constituting present or future danger.
    - (3) Dead, dying, diseased, bark beetle infestations.
    - (4) Over density of trees per square area.
  - d. Notification is usually by:
    - (1) MPOA Manager
    - (2) Board Member or Tree committee member
    - (3) Meadowmont fellow property owners
    - (4) Other: such as casual observation
- B. Once notified of tree removal, this committee will attempt to make contact with the property owner by telephone first. If not, contact can be made via appointment to meet and discuss the situation. Two committee members should strive to meet with owner. Committee members must observe the privacy and rights of the property owners. Use only the normally accessed route to the house or property, so trespassing or invasion of property does not become an issue.
- C. Use proper form letters that are current on the website and/or obtained from MPOA manager.
- D. Dead trees located near PGE lines will be removed by PG&E. 1-800-743-5000.

**Guidelines for Tree Removal:**

- a. Jeopardize the House or Deck
- b. Dead or Weak Trees
- c. Thickets and Mountain Misery
- d. Forty trees per acre
  - (1) Reduce ratio of Fir and Cedar to other species
  - (2) Individual trees, 20 feet apart
  - (3) Groups of trees, 30 feet apart
- e. Eliminate Fire Ladders
- f. Remove tree limbs up to 10 feet from ground
- g. Property Line Firebreak
  - (1) Propane tank firebreak
  - (2) Firewood firebreak
- h. Habitat for Bear, Raccoon or Skunk

**Guidelines for Saving Trees:**

- a. Privacy
- b. Health and Quality of Trees
- c. Species Diversity
- d. Habitat for Birds
- e. Shade and Light Density

## **VIP: VOLUNTEERS IN PREVENTION: FIREWISE COMMUNITY**

Program Description: VIP Coordinators are appointed by the BOD, or in conjunction with the VIP Program Coordinator (Preferably a MPOA BOD Member). Each VIP coordinator works under the supervision of the area California Dept of Forestry Fire Prevention Officer. This Program does work effectively as evidenced by Arnold not receiving any damage in the Butte Fire of 2015. The Duties and responsibilities of the CalFire VIP Coordinator are outlined below but the more notable larger duties are:

- a. Maintain and update fire safety inspection packages and binders for each VIP inspector
- b. Establish inspection start and finish dates for first and second inspections
- c. Process Fire Safety Inspection Legal Notice Forms for noncompliant parcels when returned by each VIP inspector
- d. Ensure follow up forms completed for reinspections
- e. Assemble Fire Safety Inspection Forms for each parcel failing inspector's follow-up inspection and schedule joint inspection with CDF Fire Safety Officer.
- f. Use discretion in which violated properties pose the biggest risk, and judicious inspections and notifications by CDF.
- g. Safe keep each VIP inspectors fire safety inspection package for use in following year
- h. Monitor and maintain contact with VIP inspectors, request recruitment, keep them trained and appreciated and conduct necessary training to qualify new inspectors.
- i. Maintain an organized system, so a subsequent follow-on VIP Coordinator can pick up where you left off

MPOA is designated as a FireWise Community (as of 2015). This designation was achieved through an application process, combined with an annual program that consists of:

- A community meeting focused on how to keep homes in the Wildland-Urban Interface (WUI) safe from fire.
- A volunteer program, working with Cal Fire that inspects every lot in Meadowmont for compliance. First inspections take place in early summer, followed by 2<sup>nd</sup> inspections for lots with violations in late summer.



## How the Program Works:

- Step 1: Publicity
  - a. Determine date ranges for first and 2<sup>nd</sup> inspections
  - b. Determine dates for training sessions (usually set up by Blue Lake Springs)
- Call for volunteers via article in MPOA newsletter, website, and emails to existing volunteers
  
- Step 2: Establish and train VIP team
  - a. Be sure each volunteer is signed up for a training session. Training class must be attended every year.
  - b. Coordinator attends all training sessions and meets with our VIPs briefly after the meetings.
  - c. Training sessions are run by Cal Fire, and are coordinated/set up by Blue Lake Springs.
  - d. There are generally at least 2 training sessions, with one on a Friday to accommodate non-resident volunteers.
  - e. Volunteers can get Cal Fire shirts and ID badges at training sessions.
  
- Step 3: Organize materials for volunteers
  - a. Get current, up-to-date MPOA database (in excel) from MPOA Treasurer
  - b. Must have owner names, Arnold property address, mailing address, and if property is a home or empty lot.
  - c. Get 1600 blank inspection forms from Cal Fire.

- d. Print blank forms with property address, owner name and mailing address, and any other info needed (i.e., in 2016 we counted standing dead trees).
- e. Create 15 binders for volunteers
  - Each binder should have about 100 addresses to inspect, with 1 pre-addressed sheet per property
  - Organized by street and north or south of Highway 4
  - Time sheet
  - Inspection instructions
- f. Arrange for distribution of binders
  - Volunteers pick up binders from coordinator's house

### **First Inspections**

- g. Volunteers pick up binders
  - Each VIP walks or drives the street(s) assigned, assessing each property, checking off items that need attention, and making notes on the form, as viewed from street or driveway.
  - First inspection period spans 3-4 weeks. VIPs can complete inspections anytime within that time frame.
  - Once complete, binders are returned to coordinator. Notate your times.
- h. Processing completed 1st inspection forms
  - Coordinator separates inspection forms into "pass" and "fail" stacks.
  - Coordinator takes "fail" forms to Cal Fire, makes copies, leaves originals with Cal Fire, puts copies back in appropriate binders.
  - Cal Fire mails notices to property owners.

- Property owners address issues on form (or not)...

## **2nd Inspections**

- i. Binders are re-distributed to volunteers
- j. 2<sup>nd</sup> inspections are much faster because there are fewer inspections to do and most properties are in compliance
- k. Once completed, binders are returned to coordinator
- l. Coordinator takes completed forms to Cal Fire
- m. Cal Fire determines if further notice/action is required

**EBBETTS PASS PROPERTY OWNERS COUNCIL: (EPPOC)**

- a. Meadowmont, as well as all other subdivisions, has the right to have two representatives at the EPPOC meetings. The Council meets once a month – presently on the 1st Wednesday of each month at 9:30 am, Firehouse in Arnold.
- b. The MPOA representative should attend our regular monthly MPOA Board meeting and be conversant to relay what transpired at that meeting. Part of the EPPOC meeting covers a report from each subdivision member on what important things were discussed.
- c. EPPOC has an elected President, Vice-President, Secretary, and Treasurer; and there are ten member subdivisions represented. The Officers are voted on each year.
- d. The designated representative has the duty to report on what information was disseminated of interest at EPPOC back to the MPOA meetings and his/her report will be a regular part of the meeting agendas.
- e. The purpose of EPPOC, Which has been in existence for many years, (over 35) is a way of keeping each subdivision informed of what is happening in the area as often what effects one subdivision effects them all.
- f. EPPOC often has speakers which speak on subjects of common interest to all and District #3 County Supervisor attends the meetings regularly and passes on information which is of interest and concern to all.

## **FINES AND ENFORCEMENT**

Governing Rules Violations requiring fines:

- a. Any violation of the existing MPOA CC&Rs.
- b. Any debris, visual blight or dead vegetation found upon a property.
- c. Non compliance to the CDF (Calif Dept of Forestry) fire inspection report made by CDF or VIP's (Volunteers in Prevention)
- d. Failure to notify the Association of a change in mailing address.
- e. Failure to pay any Board approved fine(s) within 30 days of the Notification of Fine.

Fine Schedule: (Upon duly called Hearing 10 day Notice, 15 days for results)

- a. A fine of \$100.00 per violation will be made and must be paid or an appeal submitted within (30) days of the Fine Notification Letter.
- b. A fine of \$250.00 per violation(s) will be made if the first fine(s) is not paid within (30) days of the Fine Notification Letter.

Enforcement Process:

- a. Initial warning letter of violation(s) to be sent to property owner allowing 30 days for compliance.
- b. Notice of Hearing. Results of Hearing notice within 15 days.
- c. Fine Notification Letter will be sent via U.S. Certified Mail Delivery.
- d. If the property owner does not pay his or her fine(s) within the above time frame and comply the Association will at its discretion proceed to Small Claims Court or possible Arbitration proceedings.

**Fine Schedule Approved by Board of Directors, MPOA, March 1, 2007**

## **HISTORICAL LEGACY WORKING COMMITTEES**

These working committees depict duties and responsibilities in past years when they were operational. They are listed here for historical reference in case interest and participation may revisit some of them in the future for MPOA.

### **A. Adopt-A-Highway Chairperson's Responsibilities**

Highway Clean-ups are scheduled two (2) to four (4) times a year.

- (1) When a date is set, the Publicity Chairman and Social Chairman are notified.
- (2) Five days prior to the Clean-up, Cal Trans and the Highway Patrol are notified and volunteers are recruited.
- (3) On the Clean-Up day, orange flags are posted at each end of the litter area.
- (4) Volunteers are provided with hard hats, gloves, goggles, and litter bags.
- (5) Coffee and refreshments are provided by MPOA at the meeting place prior to the clean-up.

NOTE: Adopt-A-Highway was stopped Oct 2007

### **B. Membership Chairperson's Responsibilities**

Prepare information packets to be sent out to all new Meadowmont homeowners.

These packets will help inform all new homeowners as to the conditions, covenants and restrictions of our Association. Included in the packet is a map of the subdivision and information on local doctors and businesses. The object is to encourage greater participation in our meetings and social events among new members.

### **C. Newsletter Editor's Responsibilities**

- (1) Provide the initial newsletter layout to the Secretary or Manager.
- (2) Receive the filled out (or partially filled out) newsletter from the Secretary or Manager (disk and hard copy).
- (3) Edit the copy for layout, content, spelling, grammar, punctuation, alignment, etc.
- (4) Provide a computer digital photo master to Printer.
- (5) Provide digital copy to Manager for archival purposes on MPOA website.

#### **D. Publicity Chairperson's Responsibilities**

- (1) Handle all publicity for MPOA. Use the local newspapers, Local TV and radio. This will be for the monthly meetings, social events, Adopt-A-Highway litter removals, parade participation, etc.
- (2) Meeting Speakers/Programs. Director in charge of speakers/programs will provide needed information for the publicity: name, organization or business represented, and subject of the program. If you do not have information a month or two ahead, contact the person so there is sufficient time to prepare article and sent to local media.
- (3) Social Events. Director in charge of social/hospitality will give you information that is necessary to prepare your article for media: event, theme, date, time, place, and other particulars as to bring food, etc. Usually, there will be a phone number included to contact for further information.
- (4) Adopt-A-Highway Litter Removal. Director in Charge will provide date, time, place to meet, and if needed, volunteers to complete the teams. That person's phone number will be listed to contact for information and/or volunteer.
- (5) Parades. If participation happens in local 4<sup>th</sup> of July parade, Director or Chairperson in charge will provide information as to date, time, and place to meet. Directions on participation, helping decorate floats, volunteers to march in parade, etc. Normally a phone number will be listed in article to contact for information or to volunteer.

#### **E. Social Chairperson's Responsibility**

- (1) Provide coffee and refreshments for the Association meetings.
- (2) Provide coffee and donuts, etc., for the highway clean-up on chosen dates.
- (3) Chair the Christmas Brunch. Secure date and location. Provide menu and decorations. Select committee.
- (4) Spring Fling: secure the date and location. Provide menu (pizza, salad, cake and beverages), decorations, bingo, and poker supplies and workers, prizes (bingo and raffle). Recruit all necessary committee help.

- (5) Chair Annual Picnic. Secure date and location. Provide menu and needed supplies.
- (6) Chair annual Independence Hall Flea Market Booth. Usually the first weekend in August. Secure location to store donations. Reserve space with Independence Hall Committee. Form committee to price merchandise and work shifts during weekend.
- (7) Write an article for the Newsletter.

*Prepared by: Paul Gonzales, MPOA Secretary, August 2017*

*Please send corrections and edits to: [pkg666@aol.com](mailto:pkg666@aol.com)*