

Operating Standards/Procedures/Expectations

Board Operations

1. The Board will use Robert's Rules of Order for all Board meetings and Annual meetings;
2. All Board meetings are open to the membership and times/locations/agendas will be published for the members on various communication platforms;
3. All Board members should have an opportunity to add items on an agenda, and final agendas for all Board meetings shall be published to the website at least three days prior to the meeting;
4. Board members shall not represent the Board or the HOA without consent from the entire Board of Directors;
5. No offerings of work/duties/volunteer opportunities outside of already approved business within an established Committee shall be made to persons without majority Board approval;
6. Two or more Board Members shall at all times have super admin/administrator access and account information/passwords for all Board related accounts at any time, with the exclusion of each Officer's title-specific HOA email account passwords. This information should be maintained on file for emergency use or to make changes as approved by a majority of the Board; however no changes/additions/removals of any accounts may occur without majority Board approval;
7. Any real or perceived conflicts of interest must be immediately relayed to the Board, with the conflicting Board member abstaining from any related vote.

Communications

1. Emails directed to contact@bloomingtonhighlands.com are intended for entire Board viewership and shall be immediately disseminated to ALL Board members upon receipt; General, information-only queries may be handled by the first recipient without further input from additional Board members, however all Board members should be copied on the reply;
2. Board members shall check their official HOA accounts and respond to relevant emails weekly, at a minimum, and more often as appropriate if involved in an active ongoing query or action;
3. All communications regarding the functioning of the HOA shall be made available to the entire Board of Directors and shall involve at least two Board members for responses.

Attorney Communications

1. All communications with legal counsel must have a minimum of two Board members privy to the telephonic communication;
2. No homeowners are to participate on such communications due to attorney/client privilege unless they are invited to do so in relation to a legal action they are a party to;

3. Out of respect for all participants, the nature of the conversation shall be agreed upon beforehand; no other subjects should be raised outside of the original subject(s) so participants can be prepared to ask and respond to questions.

Committees

1. All Committees must be approved by a majority of Board members at a Board meeting;
2. Unless formed via Board Resolution establishing such Committee, no groups of homeowners can perform the work of a prospective committee until approved by the Board;
3. Only established Committees can function as HOA sanctioned. Board members can not represent the HOA on un-established Committees;
4. The duties carried out by a Committee will be respected by the Board, and the Board will direct any Committee related inquiries to the Chair of the relevant Committee.