

4. **Board Treasurer.** The Treasurer of the Board of Trustees shall serve both as Treasurer of the Board and Treasurer of Woodland Lakes Trusteeship, Inc. The Treasurer shall be responsible for all financial reporting for the Trusteeship and shall reconcile all Trusteeship bank accounts upon receipt of statements. The Treasurer shall prepare a report for each meeting of the Board and each semi-annual property owner meeting. An Assistant Treasurer may be selected by the Board with the same duties as the Treasurer.

5. **Trustee Liaison Officers.** The Board of Trustees may appoint from among themselves Liaison Officers for various organizations, which may include The County of Washington, the Community Service Organizations, standing Trusteeship committees, and others as desired. A Manager may also be assigned to perform any of these liaison duties.

2.5 Meetings

1. The Trustees shall convene regular periodic meetings as provided in the Trust Indenture. The President of the Board or any Trustee appointed by the Board shall preside at these meetings. The meetings shall be conducted in general compliance to *Robert's Rules of Order*, but departures from those rules shall not carry any penalty and shall not void any decisions taken. The Trustees may convene executive sessions, either concurrently with a regular periodic board meeting or as a separate meeting, for the purpose of discussing sensitive information including personnel, financial, real estate, or legal matters. Other meetings may also be convened as discussed in the following paragraphs.

2. The Trustees may at their discretion convene formal or informal meetings or working sessions at times other than regular periodic meetings. Formal minutes may be taken at these meetings, but at a minimum informal minutes shall be taken and any decisions taken in an informal meeting or working session shall be reported at the next regular periodic Trustee Board meeting where practical. Reading and approving the minutes of an informal meeting or working session shall constitute an adequate report.

When circumstances require, the Trustees may meet via telephone conference call or may circulate among themselves a decision paper for signature. When possible, all Trustees shall be contacted and be afforded the opportunity to participate in the decision. When not possible due to the urgency of the matter, all Trustees shall be informed of the decision taken as soon as practicable. Decisions taken in this manner shall be subject to review at the next regular periodic Board meeting upon request of any Trustee.

3. Semi-annual Property Owner Meetings

1. In compliance to the requirement of the Trust Indenture, semi-annual property owner meetings shall be held in April and October of each year. At these meetings, issues requiring action by vote of property owners shall be brought before all property owners.

2. Every property owner shall be notified via first class mail to the address of record of any proposed amendments to the Trust Indenture which will be presented for vote, election of Trustees, and other issues at least thirty days prior to each semi-annual property owner meeting. The Trusteeship newsletter shall be the normal vehicle for such notification. The posting of a copy of the newsletter containing the required information to the last known address of record shall constitute compliance with this requirement; the Trusteeship shall not accrue any liability for non-delivery of mail by the U. S. Postal System. The accuracy of the last known address of record of each property owner shall be the responsibility of the individual property owner. Additionally, written notice of all proposed amendments to the Trust Indenture shall be posted in the Trustee Office and at the entrance gate at least forty-five days in advance of each semi-annual property owner meeting.

2.6 **Agenda**

Regular and periodic meetings shall generally follow the following standard agenda, which may be modified at the discretion of the Board:

- **Call To Order**
Upon call to order, the chair shall preside and shall control the events of the meeting. Persons disrupting the proceedings may be requested to maintain silence or may be ejected from the meeting room at the discretion of the chair.
- **Announcements**
Announcements may be formal or informal; announcements shall be solicited from the audience if appropriate.

- **Approval of Minutes**

Written material including letters received by the Trusteeship or written statements by property owners shall be attached to the minutes upon approval by the Board.

- **Reports**
Reports from Treasurer and Chairpersons of standing committees or task committees.
- **Old Business**
Reasonable comments from property owners directly pertaining to agenda items shall be solicited by the chair.
- **New Business**
Reasonable comments from property owners directly pertaining to agenda items shall be solicited by the chair.
- **Property Owner Comments**
Reasonable comments from property owners on subjects not included in the agenda shall be solicited by the chair.

• **Adjournment to Executive Session**

Executive sessions shall be conducted as required to discuss personnel matters, legal matters, and financial matters which are sensitive to public release. Executive sessions may be conducted immediately or at a later date or time at the discretion of the Board. An executive session is only required should applicable discussion items exist.

2.7 Meeting Minutes

a. Minutes of each regular periodic Trustee Board meeting shall be prepared by the Office Staff or the Board Secretary and shall be approved by the Board at the next regular periodic Trustee Board Meeting. Documents such as letters which are subjects of a meeting shall be attached to the meeting minutes as enclosures or attachments rather than being included in the body of the minutes. One copy of the minutes of these meetings shall be furnished free of charge to any Property Owner upon request. Additional copies will be charged for at the prevailing rate.

b. It is understood that minutes as discussed in these procedures refers to a summary of the items discussed. Audio tape recordings of regular periodic Trustee Board meeting shall be prepared and maintained for a period of six months for property owner review.

2.8 Ballots and Voting

1. A list of property owners who are current on their assessment payments shall be prepared by the Office Staff and used at the semi-annual property owner meeting to verify those property owners who, according to the requirements of the Trust Indenture, are entitled to vote. Those owners shall be presented with a ballot marked with the number of votes to which that property owner is entitled. All ballots shall be numbered for purposes of establishing a quorum. No record shall be kept on which property owner is given which numbered ballot.

2. **Ballot Box** (Decided to open ballot box at the beginning of the Property Owner's Meeting) A locked ballot box shall be made available at the property owner meeting for deposit of property owner ballots. Each property owner shall deposit his or her own ballot into the box.

3. Ballot Counting Committee.

a. A ballot counting committee consisting of as many property owners as the board determines necessary and one or more Trustees shall be appointed by the chair during each property owner meeting. The ballot box shall be returned to the Trustee office of the location where the counting will take place, by the Trustee serving on the appointed ballot counting committee after the conclusion of the meeting, where the ballot counting committee shall immediately count the ballots and prepare a summary report of the results. The results shall be posted in the Trustee office and at the gate as soon as available.

Standard Operating Procedures
Oct. 2010

b. The ballot counting committee may at their option suspend their efforts for meals, sleep or other necessary reason. Should they elect to do so, the ballots will be secured until such time as all members are present and ready to resume counting.

c. A ballot counting worksheet shall be prepared by this committee, or may be prepared in advance by the Office Staff, to ensure each issue on the ballot is properly tallied with the appropriate percentage required for passage. General amendments to the Trust Indenture and Special Assessments require a 2/3 majority vote; specified articles of the Trust Indenture require a 3/4 majority vote for amendment; the uniform annual assessment may be increased by a simple majority vote; Trustees are elected by majority vote. To recall a Trustee will take 2/3 vote.

4. **Trustee Elections.** Trustee elections shall be held as part of a semi-annual property owner meeting when necessary to fill vacancies on the Board. Since the Trust Indenture requires all Trustees to be elected and does not allow the standing Trustee Board to appoint individuals to fill vacancies, an election may be held at any semi-annual property owner meeting. When a vacancy exists or will exist, a period of time of approximately one month shall be announced for persons seeking election to sign up on a list to be maintained by the Office. Persons signing up shall have their names included on the ballot from the sign-up sheet in the order listed. Persons may also indicate their desire to run after the sign-up period or may be nominated from the floor during the semi-annual property owner meeting, but these individuals' names will not appear on the ballot; property owners wishing to vote for these individuals must write in the name(s) on their ballots.

5. **Financial Reports and Budget.** A complete financial report for the previous fiscal year shall be prepared by the Bookkeeper under the direction of the Board Treasurer and shall be presented at the April property owner meeting. The property owners shall ratify by vote the approved budget for the new fiscal year at the October property owner meeting.

6. **Quorum at Property Owner Meetings.**

a. In compliance to the requirement of the Trust Indenture, a quorum of 100 or more Property Owners shall be established prior to conducting any business at a Property Owner meeting. Once established, a quorum shall permit the conduct of all business coming before the Property Owners during that entire meeting.

b. The following procedures shall be followed when a quorum has not been met (that is, less than 100 Property Owners have registered to vote) by the time set for starting the Property Owner Meeting:

(1) Wait for a reasonable time to start the meeting if only a few are lacking and the trustees think a quorum can be reached.

(2) If after the reasonable time has expired, a quorum has not been reached, the following procedures may be followed:

(a) Call the assembly to order, make announcements, and set a date for a "Continued Meeting" approximately sixty days after the regular meeting.

(b) Send out notices for the new meeting date, including in the notices that the ballot will be the same for the "Continued Meeting". The notices shall be mailed to all property owners and be received at least thirty days prior to the "Continued Meeting".

3. Any Trustee whose term expires shall continue to serve until the election held at the "Continued Meeting".

2.9. Inclement Weather Plan. During periods of inclement weather (flooding, ice, snow, extreme cold, etc.) and when the roads in and leading to Woodland Lake are not conducive to the welfare of the community all scheduled meetings, activities and functions will be rescheduled. If feasible, the meeting will be held the following Saturday or when more favorable conditions exist. The people will be notified 24 hours when possible prior to the scheduled activities. The determination of said conditions will be made by the available Trustees in conjunction with the Field Operations Manager. The manner of notification will be by CB, phone or by calling the gate. Teleconference meetings will be held to prevent Trust Indenture violations.