

BOARD MEMBERS HANDBOOK



**2009/2010
REVISION**

REFERENCE GUIDE

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INTRODUCTION

This policy document was adopted by the 2009-2010 Board of Directors of Leisure Village Association at the Board's August 3, 2009 Open Meeting to establish policy and provide guidance for Board Members during the next 12 months, or until the next annual meeting of the Association.

These policies may be amended at any time by a majority vote of the Board at Open and/or Working Meeting during the next 12 months.

A copy of this document may be obtained by any homeowner through the Association office, or may be viewed via the Internet on the Association's website: www.leisurevillage.org

MISSION STATEMENT

The Mission of the Board is to provide owners and residents with a satisfying quality of life, to promote our community, and to provide the most financially sound management within our capabilities.

To achieve this, our policies will be carried out in an atmosphere that is team-oriented and open.

THE BOARD OF DIRECTORS LEISURE VILLAGE ASSOCIATION, INC.

Robert P. McQuivey, President

Gerald B. Rosen, Vice President

Lin Grant, Secretary

Theodore Lansing, Treasurer

Don Marquardt, Director

BOARD FOCUS AND RESPONSIBILITIES

1. To maintain and enhance the value of Village assets by meeting all financial obligations, exercising “due diligence” in financial reporting, responsibility, and accountability, while also preserving and increasing the value of residential properties.
2. To obtain a financially sound balance between owner-occupied homes and rentals to maintain a socially healthy and financially sound community.
3. To enhance the overall quality of life and the appearance of the Village, while providing reasonable security and service to Residents and Village properties.
4. To investigate new and existing, economically feasible technologies that may be adapted to Village property and promoted for use by homeowners, using the recycled water project as a template for future planning.
5. To maintain and develop communications and relationships as well as encourage mutual respect among Homeowners, Staff, Volunteers and Committees, and to encourage resident volunteerism and participation in meetings and other activities.
6. To develop a positive relationship with the City of Camarillo, Ventura County and all appropriate levels of local authority to conform to local, state, and federal codes and laws.

MEMBER DUTIES

In the performance of their duties, members agree, to the best of their abilities, to observe the following general guidelines of performance:

To encourage Staff to maintain and enhance those “quality of life” assets that greatly determine the material value of each residence.

To encourage and promote activities and programs that contribute to the overall enjoyment of daily life by all Village residents.

To make every effort to encourage home ownership over rental, with the understanding that resident homeowners, as a group, are more likely to have a greater stake in the daily life and planning of the community, further enhancing our overall values.

To give the paid staff encouragement in carrying out the everyday management of facilities and services, to avoid any so-called “micro-managing” on one’s own.

To direct suggestions and questions to the General Manager at Board Meetings or through personal communication—and, if possible, with the courtesy of informing fellow Board Members of the issue(s) that may be involved.

And to act and work in such a manner to encourage and reward those residents whose volunteer work on the Village's many Committees provides a valuable and often irreplaceable community resource. In this regard, each Member will carry out to the best of his/her ability their agreed upon Board duties and assignments as Liaisons to established Committees.

COMMUNICATION

It is the expressed policy of the Board to promote open communication among Board Members, and between Board Members and all other entities, including Residents within the Village, Staff personnel, civic leaders, governing agencies, vendors, and all others who reside and/or work inside and/or outside the Village.

Under no circumstances, however, should Board Members commit the Village to any action or obligation to another party, or initiate any requests for work to be performed by any Employee of the Association at any time. Any and all requests for services or work regarding Employees of the Association, other than simple exchanges of information, should be directed through the President to the General Manager.

In addition to verbal forms of communication - direct and electronic - all written exchanges between Board Members and other parties are also acceptable practices, and their use encouraged, including the use of e-mail. Following the advice of our legal counsel, caution should be exercised in the use of e-mail to ensure that exchanges are not used to make decisions, unless needed, and as allowable under the law (emergencies, for example). The policy is to avoid exchanging information that would be legally damaging to the Association.

Recognizing the intent of the Board to work cooperatively with Staff toward common goals, Board Members should not use any open public forum to criticize Staff personnel, request changes in work performance, or in any other manner demean any Employee of this community. All criticism and suggestions for improvement should be directed to the General Manager in private conversation.

No Board member may contact Counsel for legal advice unless authorized by the General Manager or the Board president.

The *Village Voice* is the official publication of the Association and will be used by the Board and staff to meet the Association's obligation for legal matters, providing highlights of discussions, announcements of activities, committee reports and other related information the Board considers important.

The Community's unofficial monthly publication, *Inside Leisure Village*, provides an excellent opportunity for Village Residents, including Board Members—to communicate information about Village activities and may be used for that purpose. In their roles as Homeowners, Board Members may submit articles for consideration to the Editor, with the understanding that such material may not be used for campaign purposes or to influence Residents on

issues associated with policy, processes, rules, regulations or other related legal and/or political matters.

Committee Liaison Assignments

To facilitate the exchange of information and to coordinate needs between members of the Board and various Committees, each Committee will be assigned a Board member as Liaison. Any questions, recommended actions or other business-related requests by Committee Members should be directed through their designated Liaison. The Liaison should not direct, control or unduly influence the work of the committee, but should attend to answer questions and provide assistance.

MEETING SCHEDULES

Open Board Meetings

The Board's goal is to attempt to conduct the business of the Association at a single monthly Open Board Meeting. These meetings will be scheduled for the first Monday of every month (except holidays) in the Assembly Room at the Recreation Center, and will begin at 10:00 a.m. With the exception of occasional breaks, meetings will continue until all business is completed.

Working Board Meetings

All Board meetings, other than Open Meetings, and occasional Executive Sessions (see below), will be Working Board Meetings, to be scheduled as needed. Working Meetings can be called by the President, or any two Directors, after not less than four days notice and a posting of the agenda. As with Open Meetings, the same format will apply, including permission for Residents to address the Board other than during the established comment period.

Executive Board Meetings

All agenda items, subject matter and attendant decisions at Executive Meetings of the Board will be restricted to those subjects allowable by law, which include: litigation, matters relating to the formation of contracts with third parties, personnel matters, or to meet with a member, upon the member's request, regarding the member's payment of assessments, as specified in Section 1367 or 1367.1 of the Davis-Sterling Act.

A meeting shall also be held, if requested by a member who may be subject to a fine, penalty, or other form of discipline and the member shall be entitled to attend the Executive Session. The request for an Executive Meeting may be initiated by the President, or any other two members of the Board, and at any time, by providing 48 hours notice to all other members of the Board, and any items discussed during such meetings shall be generally noted in the minutes of the immediately following meeting that is open to the entire membership.

Member Obligation to Absolute Confidentiality

Finalized minutes and records will be kept in an EXECUTIVE SESSION ACTION BOOK, not for distribution. Board Members and invitees shall treat all matters discussed in Executive Session as confidential unless approved for release by the Board. Only the General Manager, Assistant General Manager, Executive Secretary and current Board Members shall have access to this book. In special cases, certain persons designated by a vote of the Board may be given access under supervision to a designated entry or entries in this book.

Advisory Committee Meetings

Informal meetings between Committee Chairpersons and members of the Board may be held on an “as needed” basis, but the previous quarterly meetings are hereby canceled due to a lack of interest and poor past attendance.

Meeting Agendas

The agenda for Open Board meetings will follow the following format:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Approval of Previous Meeting Minutes
- Summary of Executive Session
- Chair’s Comments
- Board Members’ Comments
- Advisory Committee Reports
- Homeowner’s Comments
- Homeowner Correspondence
- Consent Calendar Business
- Unfinished Business
- New Business
- General Manager’s Report
- Executive Session Matters
- Adjournment

STRUCTURE & CONDUCT OF BOARD MEETINGS

Minutes

Minutes of all Open and Working Board meetings shall be taken by the Executive Secretary, reviewed by Board Members and approved for the record at the next meeting. Once approved, these documents will then be placed and maintained for homeowner review in reference books located at the Association Office and the Recreation Center Office. These referenced minutes will be posted for review within 30 days of each meeting.

Open Board Meeting Agenda

Action items for inclusion on the agenda at any meeting of the Board of Directors will be based on input that is limited to suggestions by Board Members and/or the General Manager, and all requests for such items to be placed on the agenda by other parties must come through the Board or General Manager.

Resident Attendance and Participation

Residents may attend all Board Meetings except for the Executive Sessions as stated above.

Resident participation in the meetings is restricted as follows:

At Open and Working Board Meetings: Residents will have access to copies of the Agenda; those wishing to speak are required to fill out yellow Speaker's cards, providing their names, Villages and general subject matter; Residents may voice comments only at the time designated on the Agenda, addressing their comments to the President; Resident comments must observe the three-minute time limit, and may participate in discussions at other times during the Meeting only at the invitation of the President.

EXPENDITURE CONTROL

1. It is the expressed policy of the Board of Directors that annual expenditures shall be limited to the total amounts budgeted for expenses and capital items, as detailed in the final budget figures adopted for each fiscal year.2. Expenditures from each account shall be carefully audited to ensure they do not exceed the amounts budgeted for those accounts by the end of the year.3. It is recognized that the budget is not a precise indicator plan and that during implementation, there may be over-runs and under-runs in accounts during the year.4. The Senior Accountant, through the Treasurer, is charged with the responsibility of advising the Board of Directors at the earliest date possible should a variance occur in a particular account during the year.

INVESTMENT POLICY

REVIEW

The Board has established the following Policy in connection with Investments of Leisure Village Funds:1. All receipts in excess of FDIC insurance limits shall be deposited daily to one or more additional federally insured, interest bearing accounts in the Association's name.

2. All funds shall be kept in federally insured accounts.

3. All investments shall be made to maximize the interest rate of the funds, within the requirement for total safety as the PRIMARY consideration. Consideration shall also be given to the expected direction of interest rates and anticipated requirements for major repairs, replacements or improvements and tax expenses. These considerations shall determine the institution and term of investments.

4. All investments that are cashed in early shall have approval of the Board and the signatures of two Board Members, unless the act is initiated by the investing institution.
5. The Treasurer shall review Leisure Village Association investments periodically, no less than quarterly, and whenever requested by a Board Member.

BOARD MEMBER INTERFACE WITH STAFF PERSONNEL

As a Board Member, you are one of five residents who are ultimately responsible for actions of the staff. However, you are not to attempt to direct the daily activities of the staff personnel. If you see something that requires the action of staff personnel, please direct this information to the Board President and then contact the General Manager who directs and is responsible for the day-to-day management of the Association and Staff.

GENERAL INFORMATION

LVA Business Hours

The Administration and Recreation Offices hours of operation are as follows:

Monday-Friday 8:15 am – 11:45 am and 1:00 pm – 4:45 pm

Closed Saturday & Sunday and the following holidays:

New Year's Day	Memorial Day	Thanksgiving Day	Presidents' Birthday
Independence Day	Family Day		
Labor Day	Christmas Day		

The Security Department is available 24 hours per day, 7 days per week. Please refer to your Leisure Village Telephone Listing on page 16 of this handbook for private numbers by which you may reach the Security Department.

Notification of Committee Appointments

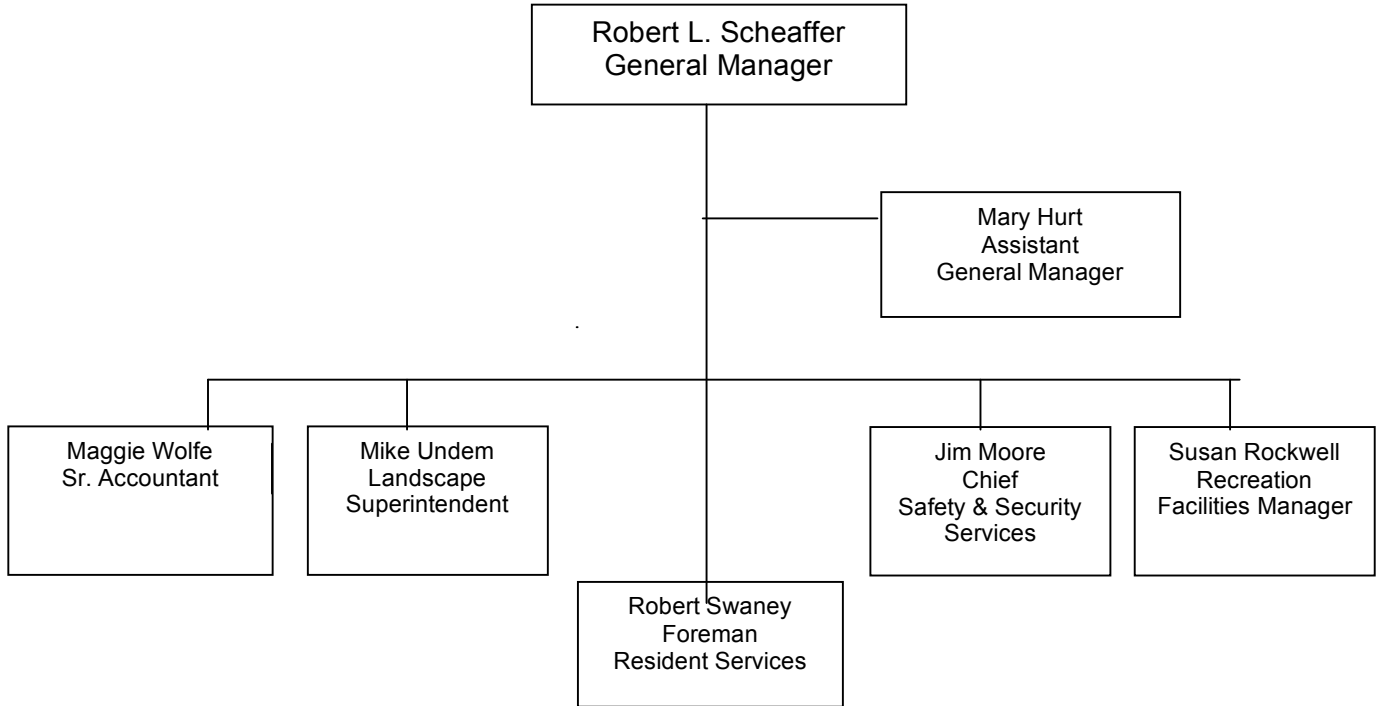
Notification of acceptance or rejection of Committee appointments shall be the responsibility of the Committee Chairperson. Said notification shall be made five (5) business days from the Board's confirmation of the Committee Chairperson's recommendations and shall be made in person, by telephone, or by letter communications, with one exception: if rejection is initiated by the Board, then notification shall come directly from the Board. **Use of Board Room**

Any Board Member may use the Board Room on non-meeting days for research, etc. If you require use of the Board Room for such reasons mentioned above, an appointment must be made two (2) days in advance through the Executive Secretary in order to have ample time to inform others that the room is reserved. **Resources**

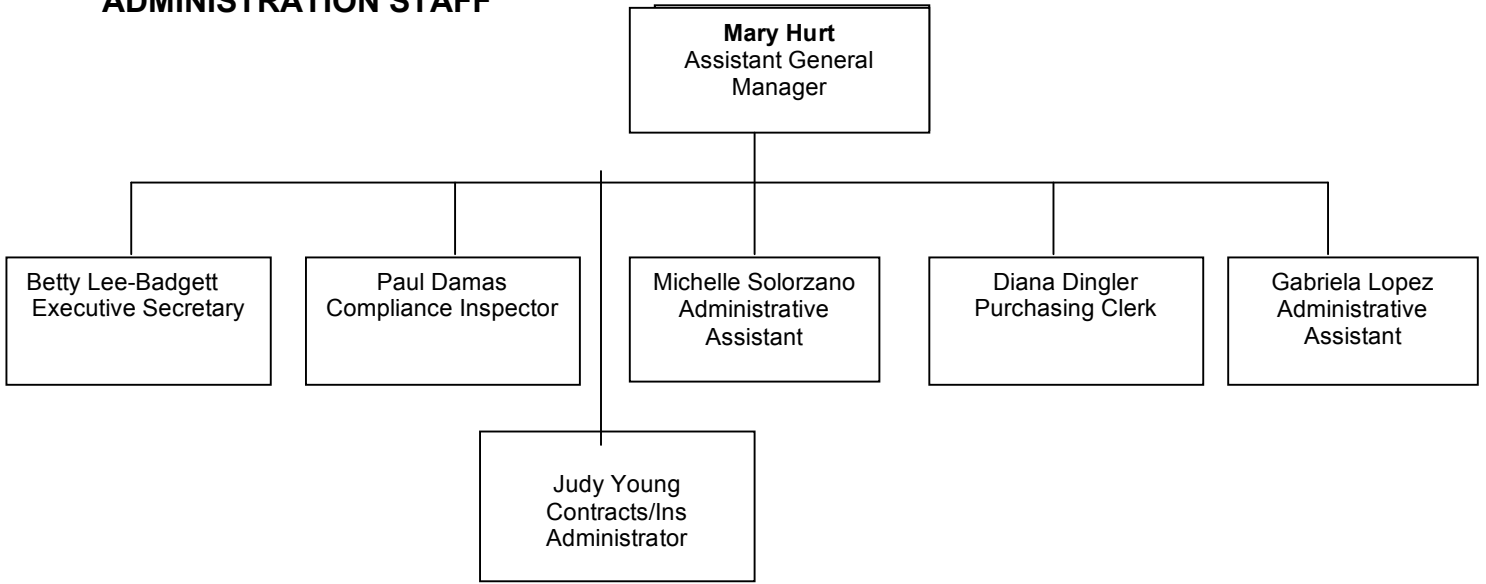
There are numerous books and files containing Leisure Village Policies and Procedures, etc. These resources are available for review by any Board Member by appointment. Arrangements can be made through the Executive Secretary.

Organization Charts

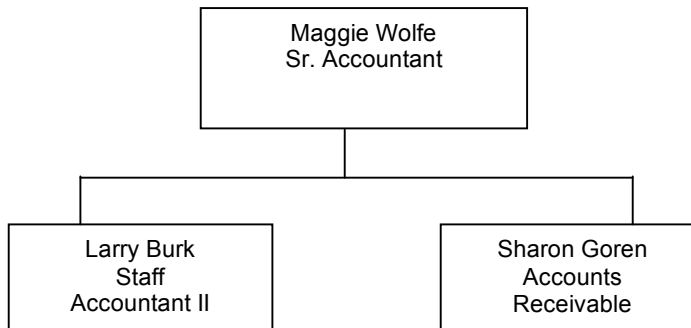
MANAGEMENT STAFF



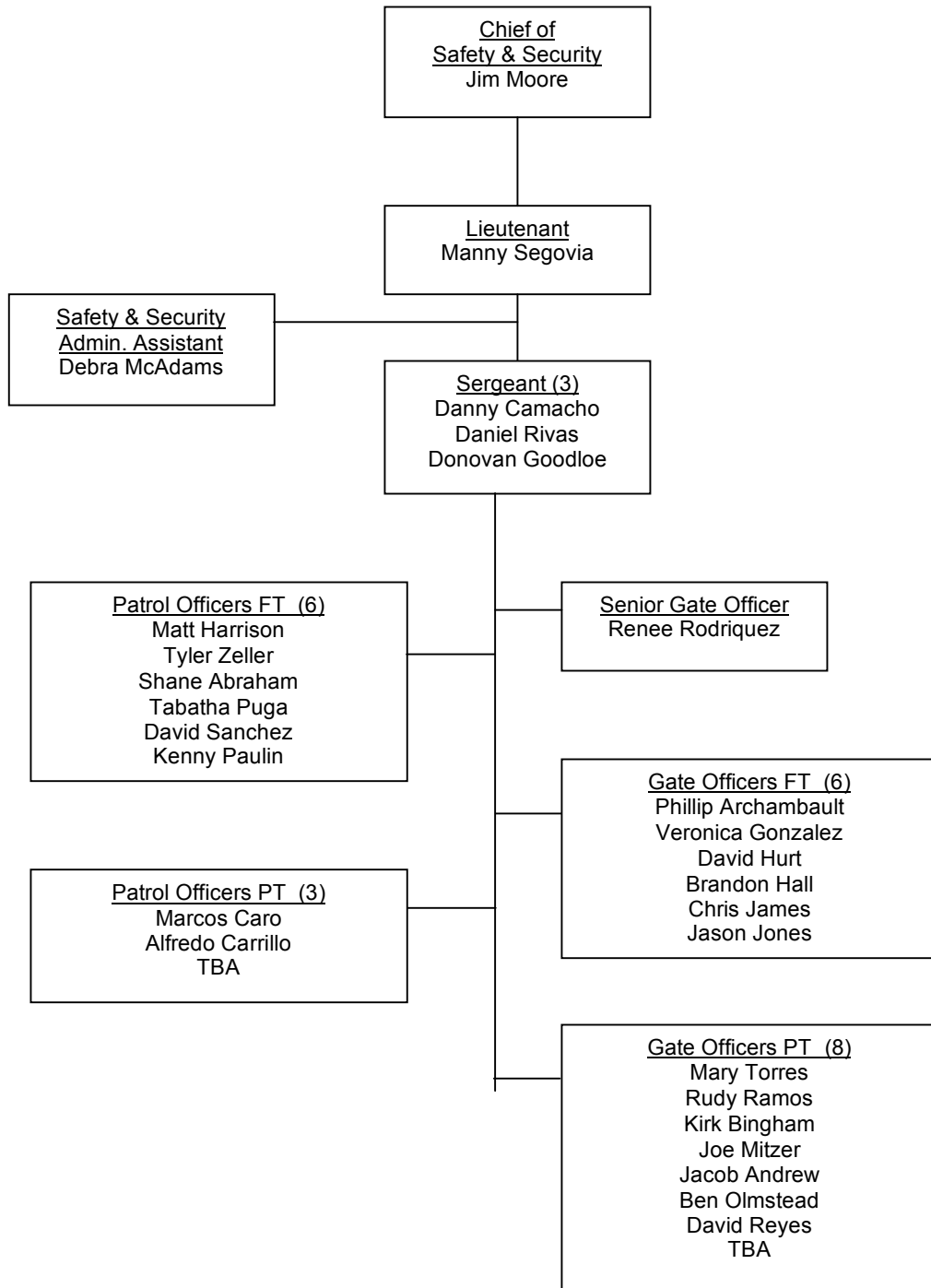
ADMINISTRATION STAFF



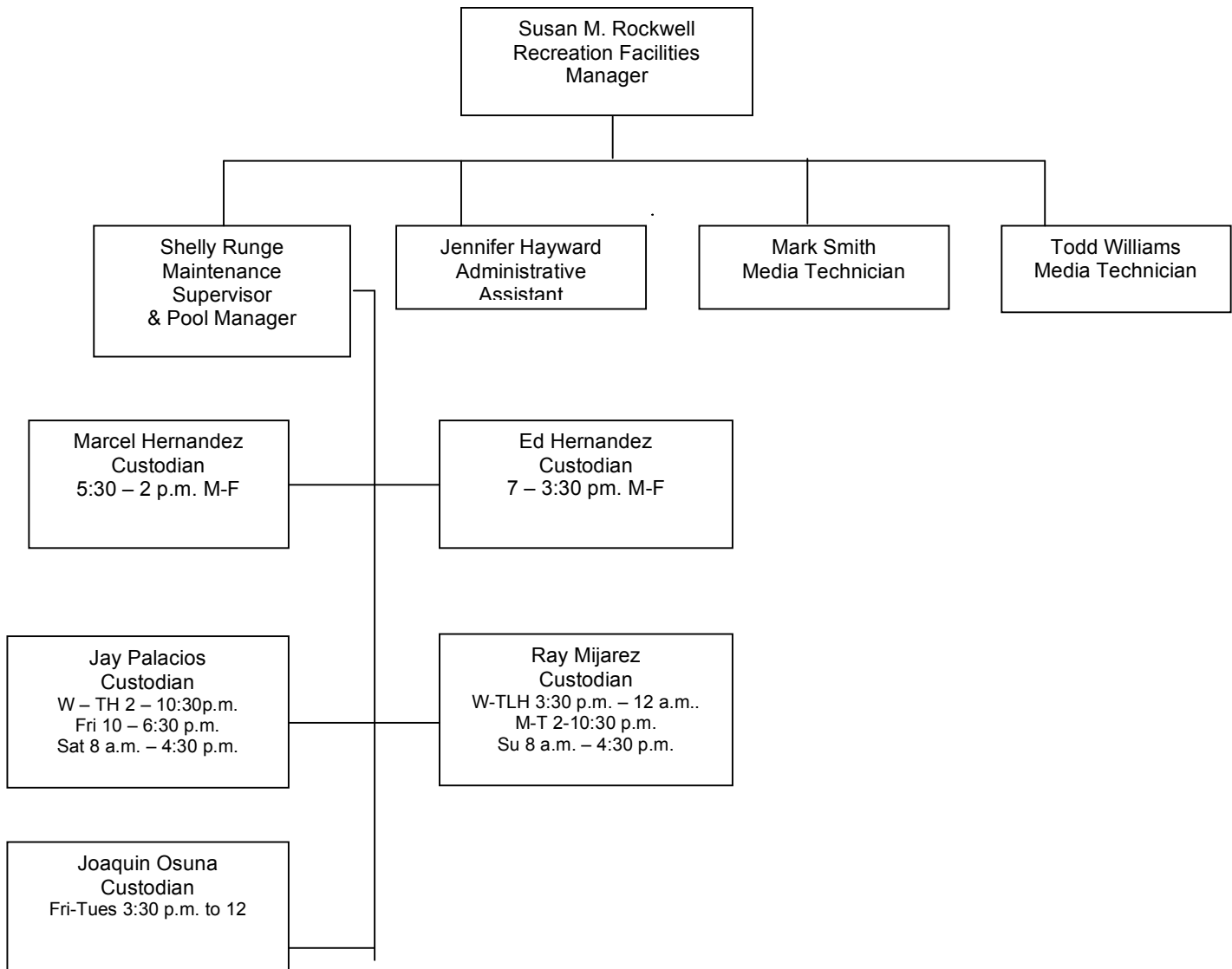
ACCOUNTING STAFF



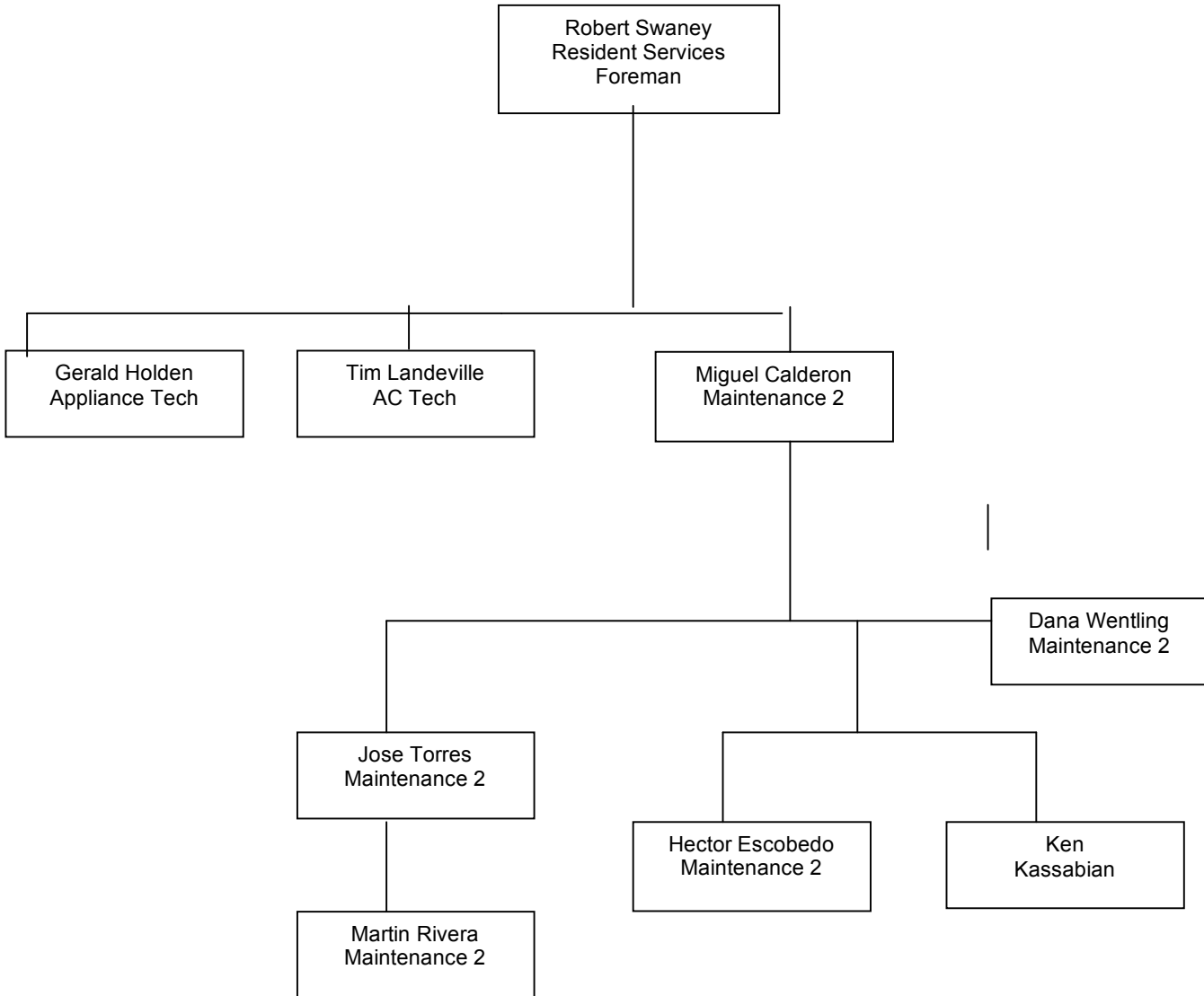
SAFETY AND SECURITY DEPARTMENT



RECREATION STAFF



RESIDENT SERVICES DEPT.



LANDSCAPE DEPARTMENT

