

THE FOUNTAINS HOMEOWNERS ASSOCIATION, INC.
P.O. BOX 373082
Satellite Beach, FL 32937
August 4, 2008

Policy Statement One
Organization and Functions

References. The Fountains Homeowners Association, Inc.:

a. Declaration of Restrictions, Limitations, Conditions, and Agreements (The Covenants), dated: February 18, 1975 assigned to properties within Unit II; and dated: January 23, 1978 assigned to properties within Unit III, of the Fountains subdivision.

b. Articles of Incorporation, dated: August 7, 1990

c. By-Laws, Dated: October 20, 2007

1. Background. The overall goal of the Fountains Homeowners Association, Inc. (FHA) and its Board of Directors is to achieve the objectives and purposes described in "Article II, Purposes", of the our Articles of Incorporation.

2. Purpose of This Policy Statement. The purpose of this policy statement is to assist and support the Board of Directors in carrying out their assigned functions and duties as stipulated in our Association's guiding documents and directives. In the case of any conflict between the references cited above and this Policy Statement, the provisions contained in the referenced documents shall control. This Policy Statement supersedes "Policy Statement One, Organization and Functions, dated: December 13, 1993", that is hereby rescinded. Appendix A contains an index of current Policy Statements.

3. Support Personnel. Specific support functions of the Association may be allocated to members of the Association to monitor and report on the progress and implementation of various recommendations and/or support tasks. Persons accepting and supporting these tasks may be officers or board members of The Association or other volunteer members of the Association and/or members of their families.

4. Officers. The duties and responsibilities of the officers of the Association are specified in the Association's By-Laws. The policies herein shall complement and expand on those duties and responsibilities as they relate to the functions and operations of The Association.

a. President. See Section 12.4, By-Laws. In addition to the duties contained in the By-Laws, the President shall maintain a general liaison with appropriate public officials and agencies within the local metropolitan area and specific liaison with the appropriate representatives of the City of Satellite Beach.

b. Vice President. See Section 12.5, By-Laws. In addition to the duties contained in the By-Laws, the Vice President shall monitor various actions related to covenant compliance and enforcement.

c. Secretary. See Section 12.6, By-Laws. In addition to the duties contained in the By-Laws, the Secretary shall monitor actions related to Policy Statements 2, Administrative Procedures and 4, Property Accountability. He/she acts as corresponding secretary for the Association and coordinates member information activities. The Secretary shall ensure that copies of appropriate correspondence and documents are maintained on the Association's corporate computer, as required.

d. Treasurer. See Section 12.7, By-Laws. The Treasurer monitors implementation of Policy Statement 3, Fiscal Procedures. In addition, the Treasurer monitors activities related to liability or indemnification of officers, directors, or members of the Association. The Treasurer also monitors the status and payment of premiums for the Association's insurance policies and the filing of appropriate corporate tax documents, as required. The Treasurer shall ensure that copies of the appropriate documents and records are maintained on the Association's corporate computer, as required.

5. Additional Support Functions. Additional support functions may be established by the Board of Directors to accomplish specific tasks and activities for the Association. The President, with the approval of the Board of Directors, shall appoint board members or other Association members to an approved support function. The "head" or "lead member" of an approved support function shall report to the Board of Directors through the President.

a. Newsletter Editor. Solicits and obtains from the residents of the community newsworthy information of general interest to the homeowners. The Newsletter Editor shall compile, print, and distribute the Association's newsletter, as required.

b. Legal Advisor. Reviews, recommends, and advises the Board of Directors on items which may impact on the FHA. Advises on those issues, which may or may not require a legal response or position. Recommends the position of the FHA regarding city, county, or state issues. Reviews and recommends response to any legal suit or letters, served or received by the FHA.

c. Grounds and Maintenance Coordinator. Acts as a liaison between the Board of Directors and the appropriate grounds maintenance contractor and, if applicable, the appropriate fountain/irrigation service contractor. Monitors the performance of support contractors and arranges for the repair of facilities, as required. Monitors the working condition of the fountain and its associated plumbing and lighting fixtures and the overall condition of the subdivisions irrigation system.

d. Physical Property Custodian. The Physical Property Custodian appointed by the Board of Directors shall maintain the Association's physical property records in accordance with the provisions contained in Policy Statement 4, Property Accountability.

e. Web Master for Association's Web Site. Develops and manages the Association's web site and monitors its activities. Acts as a liaison between the Board of Directors and the web hosting company. Uploads copies of various documents and items of interest to the appropriate page on the web site.

6. Committees. The President, with the approval of the Board of Directors, may create committees to carry out specific functions or tasks. These committees may be temporary in nature, such as a nominating committee, to carry out a limited task or standing committees to accomplish identified functions over time.

a. Chairperson. Any member of the Association may be appointed as chairperson. of a committee. Incumbent board members are authorized and encouraged to act as chairpersons of committees.

b. Composition of a Committee. A committee shall normally consist of a chairperson and sufficient members to accomplish the assigned task or project. Whenever possible, representatives from each of the three geographical sections of the subdivision, i.e., Units I, II, and III, should be considered for membership on a committee.

c. Tenure. Committees shall exist for the duration of the task or project.

Approved by the Board of Directors, August 4, 2008

original signed

original signed

John Sniegowski
Secretary,

Rob Bracewell
President,

Fountains Homeowners Association, Incorporated

Appendix A:
Index of Current Policy Statements

Copies: One each Board Member, Officer, Support Activity Person,
and Committee Chairperson, as required

APPENDIX A

To

Policy Statement One, Organization and Functions

Index of Policy Statements

Policy Statements:

1. Policy Statement One, Organization and Functions, dated: August 4, 2008
Appendix: A. Index of Policy Statements
2. Policy Statement Two, Administrative Procedures, dated: August 4, 2008
3. Policy Statement Three, Fiscal Procedures, dated: August 4, 2008
4. Policy Statement Four, Property Accountability, dated: August 4, 2008
5. Policy Statement Five, Maintenance and Repair Procedures, dated: August 4, 2008
Appendices: A. Sample Grounds Maintenance Contract
B. Sample Fountain/Irrigation Service Contract
6. Policy Statement Six, Landscape Plan and Its Application, dated: August 4, 2008
7. Policy Statement Seven, Implementation of Assigned Covenants, dated: August 4, 2008
8. Policy Statement Eight, Mobile Basketball Backboards, dated: August 4, 2008