

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

Policy Statement Two
Administrative Procedures

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

d. Policy Statement One, Organization and Functions, dated, August 4, 2008.

1. Background. The Board of Directors of The Fountains Homeowners Association has a number of administrative duties and responsibilities related to the effective and efficient management of Association activities.

2. Purpose. This policy statement identifies pertinent administrative areas of responsibility and prescribes recommended procedures to accomplish the various administrative tasks. 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Statement supersedes "Policy Statement Two, Administrative Procedures, dated: December 13, 1993", which is hereby rescinded.

3. Administrative Areas and Procedures.

a. Meetings: An annual meeting of the Association's membership normally will be held once a year at a time and place established for this purpose. The Board of Directors normally will meet once a month at a time and place established for this purpose. Special meetings of the membership and/or the Board of Directors may be called and held, as required, in accordance with the By-Laws of the Association. An agenda will be followed at the appropriate meetings and minutes of the meetings will be duly recorded.

b. Records: the Secretary of the Association shall keep a record of all meetings. Copies of appropriate records shall be recorded on a corporate computer established for this purpose. Copies of appropriate corporate records and minutes of meetings also may be uploaded to the Association's Website for informational purposes. Original records of a corporate or legal nature shall be maintained in an appropriate storage facility.

c. Correspondence:

(1) Routine correspondence to the Association shall be brought to the attention of the Board of Directors at the next regularly scheduled board meeting. Priority and/or time critical

correspondence received by the Association, either by normal mail or electronic means, shall be brought to the President's attention as soon as practical. An appropriate interim reply, and a coordinated formal response to any correspondence, shall be provided in a timely manner.

(2) Action taken on correspondence shall be documented in the minutes of the next board meeting and copies of the correspondence and replies may be included as attachments to the minutes.

(3) Correspondence needing timely action shall be monitored by the Secretary and appropriate coordination of a response shall be initiated by the President or his/her designee.

d. Post Office Boxes: A post office box key shall be kept by the Treasurer of the Association.

e. Publishing and Photocopying: Publishing and/or photocopying of appropriate documents shall be the responsibility of the Secretary and accomplished as approved by the Board of Directors..

f. Membership Rolls: Names and addresses of the members should be updated, as required, and verified on an annual basis by the Secretary and coordinated with the Treasurer of the Association

4. Records and Maintenance: Officers of the Association are responsible for maintaining appropriate records under their purview and for ensuring that the records are passed on to their respective successors at the end of their terms of office. The President of the Board shall ensure all records are transferred in a timely and efficient manner and thus maintain the continuity necessary in the operation and administration of Association activities.

Approved by the Board of Directors, August 4, 2008

original signed

John Sniegowski
Secretary

The Fountains Homeowners Association, Inc.

original signed

Rob Bracewell
President

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