

VALLEY CLUB OWNERS ASSOCIATION  
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## BOARD OF DIRECTOR POLICIES

Effective February 7, 2017

The following are the most recent policies adopted and in use by the Valley Club Owners Association (VCOA) Board of Directors. These policies are meant to set expectations related to board and management governance. These should be read in context with the CC&Rs, bylaws, and rules and if there is any discrepancy the CC&Rs, bylaws, and rules take precedence over these policies. The Board of Directors – at its sole discretion – may change or waive any of these policies.

### **Financial Related Matters**

Collection Policy – The board of directors may adopt a collection policy which is in line with the CC&Rs. The most current Collection Policy is attached below.

Managerial Financial Reporting – Draft financial reports will be sent to the board treasurer no later than the 25<sup>th</sup> of each month following the close of each quarter. Reports will be sent to the entire Board after review by the treasurer but no later than the end of the month following the quarter. These reports will be available to any member upon request; these reports will be sent in draft form as they will not have been reviewed by the VCOA accountant.

Accountant Review/Compilation – The VCOA accountant shall review the financial reports on an annual basis, prior to the annual meeting in August.

Operating Check Signing Authority – The manager shall have the ability to sign all operating checks that do not exceed \$5,000 and/or are not made out to any entities in which the manager has a financial interest. Any operating check over \$5,000 must have the signature of an officer of the board.

Capital Check Signing Authority – All capital checks must be signed by an officer of the board. Any capital checks over \$5,000 must have the signature of two officers.

Bids – All single expense items over \$10,000 shall require competitive bids. In some cases, competitive bidding may not be possible and the board reserves the right to waive this requirement at a board meeting.

### **Board Meetings**

Notice to Members – Ten days prior to any Board meeting, all members of the VCOA shall receive a draft copy of the meeting agenda including the time and place of the meeting. In the case that a special emergency Board meeting is necessary, this provision will be automatically waived; however, members will be noticed about this meeting as soon as reasonably possibly.

Board Meeting Minutes – A draft copy of the board meeting minutes will be sent to the President within ten business days. Within fifteen days, a draft copy of the board meeting minutes will be sent to the members of the board. Board minutes will be distributed to all VCOA members once approved.

### **Maintenance**

Standard of Care – The standard of care is defined by the Board of Directors and requires all lots to be maintained in a neat and tidy appearance. This includes roadside easements. Owners will be sent notices if there are maintenance items on lots that need to be addressed.

Vacant Lot Policy – All vacant lots will be sprayed for noxious weeds at least once during the spring/summer. In addition, all vacant lots that are primarily vegetated with grasses (as opposed to sage) shall be mowed once a year in early July. The cost for the spraying and the mowing by the VCOA will be to the owners of the vacant lots.

Snow Removal Guidelines – The board of directors may adopt snow removal guidelines. The most current snow removal guidelines are attached.

## **VCOA Collection Policy**

Quarterly invoices for the upcoming quarter will be mailed electronically between the 1<sup>st</sup> and 10<sup>th</sup> day of the last month of each quarter with a due date of the 1<sup>st</sup> day of the upcoming quarter. Invoices not paid at the end of the month are past due. A notice will be printed on the invoice stating that interest will be charged from the due date at 15% and a \$15 late payment penalty will be assessed if the payment is not received on or before the last day of the first month of each quarter.

Reminder statements will be sent on or around the 20<sup>th</sup> of the first day of the quarter via the US Mail.

The first late notice will be sent out before the 10<sup>th</sup> day of the second month of the quarter.

The second late notice will be sent out before the 10<sup>th</sup> day of the third month of the quarter requesting payment and giving notice that a lien will be filed if payment is not received within 90 days from the due date and giving notice of the \$150 lien filing fee. The finance charges and late payment penalty are accrued from the past due date and will be paid by the owner.

The third late notice will be sent before the 10<sup>th</sup> day of the fourth month following the due date informing the member that the account will be turned over to the Association attorney for collection unless a formal payment plan is agreed upon with the VCOA. All attorney fees will be paid by the owner. Any owner of a lot that is more than 90 days past due and not part of an approved payment plan will lose all VCOA voting rights until the account becomes current.

### **Example for the July – September Quarter:**

Between June 1 and June 10:	July 1 Invoice is mailed electronically
July 20:	Reminder statements sent via US Mail
August 10:	First Late Notice sent
September 10:	Second Late Notice
September 30:	Lien Filed
October 10:	Third Late Notice sent and appropriate actions taken

## **VCOA Snow Removal Guidelines**

The following are Association guidelines for snow removal for both the Private Roads (those owned by the Valley Club Owners Association) and Valley Club Drive (owned by the County). Below are guidelines only and it is understood that weather and seasonal realities may cause reasonable changes to when and how snow is removed. The President or Vice-President or Property Manager are expected to use judgement to authorize additional work, as outlined below.

The goals of snow removal within the Valley Club are to provide safe and convenient access to all homes and club facilities and to be commensurate with the level of homes within the Valley Club. Judgment calls as to whether or not to remove snow should err on the side of safety and convenience as opposed to cost savings or minimal work.

### **Plowing of Private Roads**

Private roads will be plowed when reasonable, after snow accumulations is greater than three inches (the three-inch rule). During the plowing process, a section of the berm (wide enough to allow for the passage of a car) will be removed from each driveway. If possible, snow is removed early in the morning (4-6 AM) in order to allow for machinery to work without traffic.

Standard exceptions to the three-inch rule include the following:

- If there is less than three inches of snow but the snow has a high moisture content and the forecast calls for cold weather, snow will be removed to avoid freezing roads/slush/bumps.
- If there is more than three inches but the snow is very light and/or the forecast calls for warm weather, snow removal may be skipped. This type of scenario is rare but happens during very early/late season storms (October/late April, May, June).
- If there is more than three inches after 2 PM (and forecasted accumulation will not exceed five inches until after 11 PM), removal will wait until the morning.

Functions at the Valley Club: During evenings in which there are large functions at the Valley Club, snow removal will take place at three inches even if after 2 PM on Valley Club Drive and both Club View Drives

Widening of Private Roads – During years in which there is a substantial accumulation of snow, roads may have to be “widened” by pushing snow from the sides of the road into the right-of-way. Such widening allows a space for removal during future storms. During widening, the Association will utilize its right-of-ways and will not be held liable for damage to improvements made on Valley Club Owners Association Property.

Grading – Grading of the roads to make them smooth by removing compacted snow which causes serious bumps/ruts may be necessary from time-to-time. This is normally required during December/early January in years where there is a lot of snow and not a lot of sun/warmth to help melt/remove compacted snow. When to grade the roads will be the decision of the President or Vice-President or Property Manager.

Clearing of Slush – During warm afternoon when the sun is causing compacted snow on the private roads to melt and turn to slush, slush shall be removed in the afternoon. This is common practice and occurs 3x6 times per year, depending on conditions.

### **Valley Club Drive**

It is understood that Blaine County is the primary snow removal provider for Valley Club Drive; however, the Association will remove snow from Valley Club Drive, if necessary. Typical scenarios include the following:

- Berms – A passage on each berm will be removed from those homes on Valley Club Drive to allow for access prior to private home removal of snow.
- Large Storms – during large storms when five plus inches of snow fall the Association will remove snow from Valley Club Drive. This will typically happen when the storm starts in the early afternoon and accumulations are over five inches prior to the evening (when the county normally comes out to plow).
- Grading – Valley Club Drive will be graded, as necessary, per the grading guidelines above.
- Clearing of Slush – Valley Club Drive will have slush cleared, as necessary, per the guidelines above.
- Wind Blown Snow – Often, after a storm, wind will deposit large amounts of snow on Valley Club Drive. Such snow will be removed.

Snow removal from Valley Club Drive is done as a courtesy, not necessity, and the Valley Club Owners Association will not be held liable for any snow removal decision on Valley Club Drive.