

Vernon Village Home Owners Association

Administrative Resolution of the Board of Directors #110

HOSPITALITY COMMITTEE GUIDELINES

RECITALS

A. "Bylaws" refers to the *2006 Amended and Restated Bylaws of Mt. Vernon Village Homeowners Association*, "Board" refers to the Mt. Vernon Village Board of Directors, "Director" is any member of the Board of Directors, "Officer" is any officer of the Board of Directors, "Owner" is any unit member of the Association; "Unit" is an Owner's home; and "Association" is the Mount Vernon Village Home Owners Association.

B. Article VII, Section 7.2 of the Bylaws provides that at least one Board member shall serve as liaison to each committee of the Association, including the Architectural Review Committee.

C. Article IX, Section 9.1 of the Bylaws states that the Board may appoint an Architectural Review Committee to carry out its purposes.

D. Article IX, Section 9.2 of the Bylaws provides that the duties of the any committee established by the Board shall be prescribed by resolution of the Board. The duties include the duty to receive complaints from Owners on any matter within its scope of responsibility under the resolution establishing the committee. The committee shall dispose of complaints as it deems appropriate or refer them to such other appropriate committee (Landscape, Finance, Hospitality, etc.), Director or Officer of the Association.

E. Article XI, Section 11.6 of the Bylaws refers to the Order of Business at the annual meeting of the Association and includes an agenda item for committee reports.

F. Article III, Section 3.5 of the Bylaws refers to the Resident Information. Members shall provide the Board of Directors, or other person designated by the Board, with a Statement of Resident Information which must be kept on file with the books and records of the Association.... (b) Members shall notify the Board of any change in the information in the Statement of Resident Information

G. The Board deems it necessary and desirable to adopt committee guidelines.

RESOLUTION

NOW, THEREFORE, IT IS RESOLVED that:

- I. All prior Hospitality Committee Guidelines Resolutions, if any, are rescinded and are no longer in force
- II. The procedure set forth below shall now be the directives for the Hospitality Committee.

ARTICLE I COMMITTEE MEETINGS

1.1 Maintain Agendas and Minutes. All agendas and approved minutes will be maintained in the Hospitality Book of Minutes as indicated in Article IV.

1.2 Communicate Meeting Times. Monthly meeting dates will be announced each month in the MVV Newsletter.

1.3 Reserve Club House. Monthly meeting dates will be recorded on the Board Calendar through the Club House Coordinator as stated in Article IV, below.

1.4 Collaborate with other Committees. The Hospitality Committee will work with the Landscape, Governing Documents, Architectural Review and any other Committee on issues that involve the support of the Hospitality committee.

ARTICLE II COMMITTEE ACTIONS

2.1 Maintain the MVV Newsletter list of Block Captains. The committee will update the MVV Newsletter Block Captains list of information as it changes. Updated information will also be shared with the Board of Directors to include in the monthly minutes.

2.2 Annual dispersal/collection of the Statement of Resident Information form. Yearly, distribute the Statement of Resident Information form and collect the completed form from all MVV unit Owners.

2.3 Communicate Resident Information. Share with the "Keeper" of the MVV Resident Information List any new member information or updated information collected, including the Statement of Resident Information forms. Maintain CONFIDENTIALITY within the Board of Directors and the Property Management Company, unless permission is provided by the owner and/or resident.

2.4 Maintain Block Resident Lists. Each Block will have a list of residents with their unit address, vehicle information, emergency contact and any other information the unit member chooses maintain on the list.

2.5 MVV Resident Directory. The Hospitality Committee may elect to publish an MVV Resident Directory that contains resident information for those owners and/or residents who provide written permission to have their information released.

2.6 Communicate units for sale or rent. Inform the Property Manager, Architectural Review Committee and the Board of Directors of units for sale and or rent.

2.7 Coordinate the Block Captains. Form a group of representatives, a minimum of one for each Block that will serve their Block as stated in Article III, below.

ARTICLE III **BLOCK CAPTAIN RESPONSIBILITIES**

3.1 Community Relations. An ambassador for each MVV Block will represent Mt. Vernon Village to build and maintain community relations. Inform Block Residents of meetings community projects and happenings. Invite Block Residents to MVV community events

- Annual Meeting
- Board of Directors monthly meetings
- Social events
- Construction and/or maintenance projects
- Special projects or changes as holiday garbage pick-up dates

3.2 Welcome Newcomers. The following list of duties is the minimal responsibilities of the Block Captains. Further efforts to build community relations are encouraged.

- A. Meet and greet newcomers; and
- B. Distribute Newcomer Packets to new residents
 1. Review the packet with resident.
 2. Review the HOA Policies that are enclosed in the Newcomer Packet. (Unit Owners receive the Bylaws and Declaration with the purchase of the unit. Tenants will be informed by the unit owner of these Governing Documents.)
 3. Inform new residents that MVV is a Planned Unit Community, NOT a Condominium. The HOA takes care of roofs, siding and exterior chimneys. Everything outside their door is the "Common Area" that belongs to all members and is maintained by the HOA. Any problems – report them to Board Member responsible. Do nothing with the Common Area until a written request is submitted and written approval received.
 4. Review the *Statement of Resident Information* form and request that it be completed and at the time of the visit or in a timely manner deposited in the MVV Club House mail box.
 5. Record on the Block Resident's list the date the Newcomer Packets are distributed. Inform the Block Captain Coordinator of the distribution date. (This information is maintained by the "Keeper" of the Resident List as written documentation that members have current governing documents, as required by law.)
 6. Invite Newcomers to be involved with Mt. Vernon, on a committee or as Board Member.

3.3 Maintain the Block Resident Lists. Update the Block Resident List, as provided by the Block Captain Coordinator.

- A. Verify list of names/addresses, vehicle information, and emergency contact;
- B. Update information as needed; and

C. Phone numbers and email addresses, with the resident's permission, can be maintained on the Block Captain's Block Resident List.

3.4 Be the Eyes & Ears of Community. Watch for safety hazards, structural problems, and architectural control issues. Report these issues to the appropriate Board Member.

- Siding issues
- Pool infringements
- Roof problems
- Chimney problems
- Landscaping issues
- Running water
- Irrigation issues
- Architectural Control issues (report to ARC)
- Parking violations (use warning tickets or report to the Board Member in charge of Parking or the President)
- Lifted sidewalks
- Any potential hazard

ARTICLE IV **CLUB HOUSE COORDINATOR**

4.1 Hospitality Board of Directors liaison. The Board of Directors liaison to the Hospitality Committee will act as the Club House Coordinator.

4.2 Maintain a Club House calendar. At the Club House maintain a public calendar for the scheduling of Mt. Vernon events, including Club House reservations.

4.3 Serve as the liaison for Club House activities. Coordinate with the Club House event organizer, providing a key or opening the Club House door for the organizer. Request that the event organizer, prior to leaving the Club House, do the following after the event:

- A. Clean up after the activity/event Lock up after events;
- B. Turn off lights; and
- C. Turn heat after.

ARTICLE V
HOSPITALITY RECORD KEEPING AND MAINTENANCE


5.1. Owner's Correspondence. Owners' correspondence, either to or from the owner or other community member will be kept in two places (three places when an agreement occurs):

- A. Hospitality Book of Records;
- B. The Owner's File located in the Club House garage file cabinet; and
- C. The Book of Agreements, when an agreement is made between an owner and the MVV HOA.

5.2 Update Resolution. This Hospitality Guidelines resolution will be reviewed year and updated, as needed, by the Committee and/or the Board of Directors..

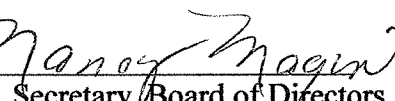
Recorded in the Book of Minutes: February 13, 2007

ATTEST:



President - Board of Directors
Mount Vernon Village
Homeowners Association

TOM RUSSO



Secretary, Board of Directors
Mount Vernon Village
Homeowners Association