

**GHPOA POLICY ON DIRECTOR DISCRETIONARY MAINTENANCE  
AND USE OF NEIGHBORHOOD ACTIVITY FUNDS  
BOARD APPROVED MAY 18, 2009**

I. Discretionary Maintenance

For immediate maintenance or to fix a problem in a director's neighborhood, each GHPOA director is authorized to spend up to \$1000 annually. Such arrangements shall be immediately reported to the property manager, and unless there is an emergency, it is requested that the property manager be consulted with respect to vendor selection.

This policy is not intended to deter the director and property manager from asking for additional funds as needed.

II. Neighborhood Activity Fund

The policy of the GHPOA Board is to allocate a certain sum of money from its annual budget to reimburse individual neighborhoods for expenses incurred in connection with certain neighborhood activities. This line item in the budget is referred to as the Neighborhood Activity Fund. At present the sum of \$4.00 per lot per year is allocated to the Neighborhood Activity Fund, of which \$1.00 per lot per year is dedicated to the annual 4<sup>th</sup> of July fireworks display, leaving a balance of \$3.00 per lot per year for each neighborhood. In order to constitute a reimbursable expense, the activity must benefit the neighborhood as a whole and all members of that neighborhood must be invited to participate. Before any reimbursement will be processed, the request for reimbursement must be approved in writing by the director for the neighborhood for which the reimbursement is applicable. To promote consistency in application and to avoid confusion, a list of reimbursable and non-reimbursable expenses is set forth below. This list is not exclusive and items may be modified from time to time by the Board.

REIMBURSABLE/PERMITTED:

1. Food and non-alcoholic beverage expenses and cost of flyers for a neighborhood block party, holiday party or annual meeting.
2. Seasonable decorations for common areas such as holiday wreaths and lights acceptable to the property manager or board.
3. Expenses incurred in connection with advertising a neighborhood garage sale so long as all homeowners are invited to participate. In no event shall any neighborhood be entitled to reimbursement for more than two garage sales per calendar year.
4. Neighborhood informational mailers related to GHPOA business.

NON-REIMBURSABLE:

1. Food and beverage expenses for an individual neighborhood's board of directors meetings.
2. Landscaping expenses incurred by individual homeowners with respect to common areas.

III. Neighborhood Mailers

Directors shall be permitted up to two mailings to their community per calendar year, with GHPOA (through CASI or the then-current management company) paying the costs for postage

through the U.S. Mail, as well as the cost of copying, envelopes, addressing and stuffing the envelopes. Total gross weight, including the envelopes, must not exceed one ounce.

All written communications from neighborhood directors to their constituents must first receive the approval of the President (with the President receiving approval for his communications from the Vice-President) prior to mailing or other distribution.

Such written communications must be relevant to the interests of a majority of the constituents of that neighborhood, and must be professionally written and appropriate. Communications must NOT be blatantly self serving. The reviewing person shall have veto authority without being required to give a reason for said veto or debate the veto.

The management company will keep a permanent file of all such written communications, which can be reviewed by any neighborhood director at times convenient to the management company.

Any written communications by a neighborhood director in excess of the two per calendar year to be paid for by GHPOA must still receive the advance approval of the person mentioned above. The director shall be responsible for all costs for these communications.

This policy supersedes the Board's policies on the same subject adopted August 18, 2003; December 11, 2004; and September 19, 2005.