

**Rose Dhu Creek Plantation Property Owners Association
A Corporation Not-for-Profit**

Operating Process for the Board of Directors

Strategies and guiding principles for the operation of the RDC Board of Directors.

Date: February 21, 2017

Subject: Additional Requirements for Board Membership; Succession Planning; Communications with Property Owners; Architectural Review Board, Conflict of Interest and Selection Process for Board Vacancies

Situation: The bylaws of the association are not specific in the operation of the board. To minimize revisions to the bylaws, the board shall create Operating Process documents to provide guidance to the board and assure ease of transition from year to year.

Statement: This document provides additional requirements for board membership and action, not contained in the bylaws of the association.

Policy:

Officer Selection and Succession Plan

Selection of officers for the association will be completed at the first meeting of the board following the annual meeting. The succession plan for the office of President will be:

Year 1	Secretary
Year 2	Treasurer
Year 3	President
Year 4	Past President

It is expected that the director selected as secretary of the association will move into the office of treasurer and president in subsequent years of participation on the board. The past president to attend board meetings as a non-voting member, to provide guidance and continuity to board actions.

Should this succession plan be interrupted for any reason, the board shall appoint an existing senior board member to fill any vacancy and document the impact to the succession plan in board meeting minutes.

Communications with the Membership

The RDC web site will be the primary means of communicating with members of the association. Social media may also be used. The president shall provide a midyear update to the members in July.

Architectural Review Board

The board of directors will review membership applications for individuals to serve on the ARB.

- Committee comprised of architects, engineers or other persons
- No less than 3 members
- Term of office shall be one year
- Meeting to be held once per month as necessary

Selection Process for Board Vacancies and ARB Vacancies

If for any reason, a vacancy on the board exists, the board will announce to the membership through email, mail, or posting to the POA web site, a call for applications to serve on the board. This application process will be open for no less than 14 days. All applications will be reviewed by the board. The best qualified candidate will be selected by a vote of the board. The candidate will serve on the board until the next annual meeting, where a member vote will determine all board vacancies, as specified by the bylaws of the association.

Conflict of Interest

To serve on the Board of Directors or the ARB, an individual must have no incompatibility of professional duties and personal interests. There must be no potential for the personal or financial interest of an individual to conflict with the duties of the association or ARB.